

MEMORANDUM FOR Commanders of RC Units Mobilizing at Fort Dix, New Jersey

SUBJECT: Fort Dix Mobilization and Deployment Planning Packet

1. References:

a. FORSCOM Regulations 500-3-1, 500-3-3 and 500-3-4 (FORSCOM Mobilization and Deployment System).

b. Fort Dix Mobilization Plan.

2. The Fort Dix Mobilization and Deployment Planning Packet is provided for use by RC Units mobilizing and deploying at Fort Dix, New Jersey. The Planning Packet is designed to assist RC Unit Commanders and Staff in complying with Phases I, II and III of the mobilization processes as specified in Annex G of the RC Unit Commanders Handbook - FORSCOM Regulation 500-3-3. The information contained in this planning packet is also designed to enhance the mobilization processes contained in reference 1b.

3. The Fort Dix Mobilization and Deployment Planning Packet will be reviewed and updated as required. Recommended changes should be submitted through command channels to Headquarters, US Army Fort Dix, Force Projection Directorate, Strategic Mobility Division, ATTN: Mobilization Plans Office, AFR-FA-FPS-M, Fort Dix, New Jersey, 08640-5309.

4. The POC for this planning packet at Fort Dix is Michael Primo, Commerical: 1-609-562-2407, DSN: 944-2407 or FAX: 1-609-562-2742.

FOR THE COMMANDER:

KENNETH P. LEGRICE
Director
Force Projection Directorate

FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

CHAPTER ONE - Overview

1. References. See Chapter 7
2. Glossary. See Chapter 8
3. Point of Contact (POC). See Chapter 6
4. This document constitutes the mobilization information planning packet for RC Units in accordance with published requirements and supersedes Fort Dix Mobilization Planning Packet, dated December 1995.
5. Applicability. This planning packet is applicable to RC Units scheduled to mobilize at Fort Dix, NJ.
6. Purpose. The intent of this planning packet is to provides guidance, instructions and procedures for mobilization and deployment planning for all Reserve Component (RC) units scheduled to mobilize at Fort Dix. RC units within the Fort Dix AR -5-9 area of responsibility that do not mobilize at Fort Dix will use those chapters of this planning packet that pertain to the type of SI support required.
7. Mission. Fort Dix prepares for and supports mobilization and deployment of RC Units and the deployment of AC Units in accordance with FORMDEPS (Forces Command Mobilization and Deployment System) , First US Army supplements and the Fort Dix Mobilization Plan. As a Support Installation (SI), Fort Dix provides support or assists mobilized units and facilities in accordance with AR-5-9 area of responsibilities.
8. Planning. At the unit level mobilization and deployment is a series of sequential actions or phases beginning with normal day to day planning and extending to the time that the unit departs its assigned APOE/SPOE. RC units whose Unit Identification Code (UIC) end in "AA" or are organic units not collocated with their parent unit, will maintain unit mobilization files as described in FORSCOM Regulation 500-3-3, Reserve Component Unit Commanders Handbook (RCUCH). RC Units prepare for, mobilize and deploy in five phases. During the *Planning Phase* RC Units plan, train and prepare to accomplish assigned mobilization missions. During the *Alert Phase* RC Units must complete as much of the administrative actions and processing procedures as possible before arrival at the Mobilization Station. During the *Home Station Phase* RC Units take specific actions to speed its transition from reserve component (RC) to active component (AC) status. During the *Mobilization Station Phase* RC Units are processed, trained, validated and prepared for deployment. Phase V - *Port of Embarkation* begins with the RC Units arrival at the Port and end with departure of personnel and equipment from the Port.

9. Execution Planning. Mobilization planning at Fort Dix will be directed toward accomplishing the mobilization missions. Planning for these missions will be accomplished concurrently; however, specific mobilization planning will be divided into pre-mobilization and post-mobilization tasks.

10. Execution, Upon declaration of mobilization, US Army Fort Dix expands organizations and facilities as required to receive, house, process, train, validate and deploy mobilized RC Units in accordance with guidance established in Forces Command Mobilization and Deployment System (FORMDEPS), First Army Regulations and the Fort Dix Mobilization Plan.

11. Centralized Planning (pre-mobilization). Centralized planning provides broad guidance that allows the flexibility needed during execution to adjust to a variety of situational developments. Based on guidance contained in FORMDEPS and First US Army Mobilization Plan, Fort Dix develops plans to accommodate units scheduled by the Mobilization Planning and Execution system (MPES) to mobilize at this installation and at locations which fall within Fort Dix SI area of responsibility.

12. Controlled Execution (post-mobilization). The National Command Authority may choose to enter the spectrum, discussed in paragraph 3 of the basic plan, at any level, the initial step will normally consist of a Presidential Selected Reserve Call-Up (PSRC). This call-up may be a precursor to a higher level of mobilization or, in itself, may provide that degree of force augmentation needed. Once the parameters of an impending operation are known, a final determination will be made regarding units to be mobilized, time frame, mobilization stations and ports to be utilized. The concept of decentralized execution will be applicable only in the event of a surprise strategic nuclear attack.

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CHAPTER TWO **Mobilization Environment**

1. References. Refer to Chapter 7
2. Glossary. Refer to Chapter 8
3. Point of Contact (POC). Refer to Chapter 6
4. Headquarters, Department of the Army (HQDA) has designated US Army Forces Command (FORSCOM) as HQDA executive agent and coordinating authority for mobilization, deployment, redeployment and demobilization planning and execution within the Continental United States (CONUS), the Commonwealth of Puerto Rico and the US Virgin Islands. The Commanding General (CG) FORSCOM has the authority to task other MACOM's and DA agencies to accomplish mobilization, deployment, redeployment and demobilization IAW the Army Mobilization and Operations Planning and Execution System (AMOPES) and FORSCOM Mobilization and Deployment System (FORMDEPS).
5. A good understanding of the mobilization spectrum as depicted at Figure 1 is essential to effective planning. Refer to RCUCH - FORSCOM Regulation 500-3-3, Chapter 1 for a detailed description of mobilization levels and types of operations.

6. As a Power Projection Platform (PPP) US Army Fort Dix prepares for and support mobilization and deployment by expansion of installation activities and facilities as required to receive, house, process, train, validate and deploy mobilized RC Units.
7. As a Support Installation (SI), US Army Fort Dix provides support to off-post units and individuals as required or requested support in accordance with Army Regulation (AR) 5-9 area of responsibility.
8. US Army Fort Dix plans for and operates marshaling areas in the vicinity of Howland Hook, New York in support of the *seaport of embarkation* (SPOE) in the vicinity of Staten Island, New York.
9. US Army Fort Dix plans for and operates a *Arrival/Departure Airfield Control Group* (A/DACG) in support of aerial port of embarkation (APOE) operations at McGuire Air Force Base, New Jersey.
10. All Power Projection Platforms (PPP) have a Garrison Support Unit assigned. The 1079th Garrison Support Unit (GSU) is located on Fort Dix. The mission of the GSU is to provide augmentation support to the Fort Dix Installation Staff during times of mobilization, deployment, redeployment, demobilization, other contingency operations and schedules mobilization exercises.
11. Upon declaration of mobilization and on order of First United States Army the Training Support Brigade/Battalion (TSB/TSBN) at Fort Dix will be designated a MAT (Mobilization Assistance Team) and will be assigned to Fort Dix to provide training and training assistance to mobilized units.
12. The five phases of mobilization. See enclosure 1.
13. RC unit mobilization flow at Fort Dix. See enclosure 2.

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CHAPTER THREE

Premobilization Planning - Phase I (Peacetime to Alert)

1. References. Refer to Chapter 7
2. Glossary. Refer to Chapter 8
3. Point of Contact (POC). Refer to Chapter 6
4. Map. US Army Fort Dix Cantonment Area/Training Area. Provided as a separate Enclosure to the Planning Packet.
5. The mobilization and deployment process is divided into five phases.

a. Phase of Mobilization:

PHASES OF MOBILIZATION

I	II	III	IV	V
Planning and Preparation	Alert	Home	PPP/PSP	POE

b. Phase of Deployment:

PHASES OF DEPLOYMENT

I	II	III	IV	V
Pre- Deployment Activities	Movement to POE	Strategic Lift	Theater Base Reception	Theater Onward Movement

6. The Phase I, II and III activities and requirements outlined in the RCUCH - FORSCOM Regulation 500-3-3, Chapter 1 (Concept of Operations) must be fulfilled by RC Units to ensure the timely completion of Phase IV and V mobilization processes.
7. Command, Control, Communication and Computer Support (C4S) during periods of mobilization and deployment will be the Fort Dix Emergency Operations Center (EOC) located in Building # 5435 (6th & Alabama Ave). Refer to enclosure 1.

8. As a minimum, the unit advanced party should consist of personnel knowledgeable in personnel, logistics, training and an Officer-in-Charge (OIC).
9. Advanced Party Personnel are required to bring with them to the mobilization station copies of all documents contained in Annex G of the RCUCH - FORSCOM Regulation 500-3-3.
10. Upon arrival at Fort Dix, advanced party personnel of mobilized RC Units will report to the Reception Control Center located in Building # 5633 (Baltimore St & Doughboy Loop). Refer to enclosure 2.
11. The Soldiers Readiness Processing (SRP) site is located in Building # 5631 (Baltimore St. between Doughboy Loop and Texas Ave) adjacent to the RCC. RC Units will be scheduled for SRP processing normally within 48 hours after the arrival of the main body at Fort Dix. Refer to Annex D enclosure 1.
12. Forces Command Regulation 500-3-1 (FORMDEPS), Mobilization Plan, requires mobilization stations to conduct, and RC units to attend a Mobilization Station Coordination Conference at least once every three years (tri-annual).
13. Forces Command Regulation 500-3-3 (FORMDEPS), also has a separate requirement for RC unit commanders to visit their mobilization station within nine months of assuming command or within six months of change of mobilization station assignment. Commander's when possible, are encouraged to schedule their mobilization station visit in conjunction with the RC Unit Commanders Coordination Conference.
14. Due to the large number of RC units scheduled to mobilize at Fort Dix, the requirement in reference 1a can best be accomplished by conducting the Commander's Conference quarterly. The mobilization conferences conducted at Fort Dix are a two-day conference (Friday and Saturday). Dates of the conferences are aligned with the GSU training calendar to provide the 1079th GSU personnel the opportunity to support the installation and interact with RC Commanders and Staff. Conference will not be held during the month of December. At the request of a STARC/RSC, conferences can be scheduled to accommodate units, which cannot attend the scheduled conferences. STARC/RSC will be provided a list of conference dates.
15. The objectives of the Commander's Conference are:
 - a. Provide RC units current information regarding mobilization and deployment planning.
 - b. Identify areas of mutual concern which require resolution.
 - c. Enhance two-way communication and feedback between the mobilization station and the RC units.

16. RC Units are required to prepare and submit their updated post mobilization training and support requirements (PTSR) using FORSCOM Form 319R to their respective RSC/STARC for review and comments. RSC/STARC will submit RC Units PTSR's to Fort Dix (NLT 15 Dec each calendar year).

17. RC Units are required to maintain mobilization files as required by FORSCOM Regulation 500-3-3 (RCUCH), First Army Regulation 500-3 and First Army Mobilization File Guide. A copy of First Army Mobilization File Guide is provides at enclosure 7.

18. Fort Dix Pre/Post Mobilization Organization Chart. Refer to enclosures 3 and 4.

19. Mobilization Command and Control.

a. Command and Control of RC Units by Phases of Mobilization:

(1) Phase 1 (Planning). Command of RC Units is maintained by the units assigned RSC/STARC.

(2) Phase 2 (Alert). Command of RC Units is maintained by the units assigned RSC/STARC.

(3) Phase 3 (Assemble and Move). Command of RC Units passes to the FUSA upon receipt of mobilization orders and departure from Home Station.

(4) Phase 4 (Mobilization Station Activities). Command passes to the Commander, Fort Dix upon arrival of mobilized units on the installation.

(5) Phase 5 (Port of Embarkation). Command passes to the gaining CINC upon the unit's departure from the APOE/SPOE.

b. IAW the installation MOBTDA, a Provisional Battalion Headquarters with a HHC, A and B Company will be established for command and control of individuals and units mobilizing at the installation and/or supporting the mob mission. The Provisional Battalion Headquarters will exercise command and control over the HHC, A and B companies.

c. All military personnel, both AC and mobilized RC assigned to support the mob mission at Fort Dix, will be assigned or attached; whichever is appropriate, to the HHC for UCMJ, admin support, billeting, messing and duty assignments.

d. All mobilized RC personnel and units will be assigned/attached to the A Company for UCMJ authority and admin support.

e. Those mobilized personnel that are deemed non-deployable will be assigned/attached to the B Company for UCMJ and admin support, to include billeting, messing, required transportation and movement to home station, if required, and/or duty assignments while the individual soldier is in a holding status.

20. Typical barracks for billeting of mobilized RC unit personnel. Refer to enclosure 6.

21. Mobilization and Deployment Facilities Site Map. Refer to enclosure 5.

Emergency Operations Center Information

1. Location: 6th Street and Alabama Avenue.
2. Access: Controlled by Badge/Roster System.
3. Functions:
 - a. Serves as the Command, Control, Communications and Computer Support (C4S) for the installation and mobilized RC units.
 - b. Operations, Distribution Point and Message Center for the installation and mobilized RC units.
 - c. Conducts Commander's Daily Briefing.
 - d. Performs RC Unit validation for deployment.

Enclosure 1

Barracks Data

1. Location: Refer to Site Map in Chapter 2, enclosure
2. Capacity: 300 beds
3. Utilities:
 - a. Air conditioning
 - b. Steam heat
 - c. Telephone Service – Class A
4. Administration Rooms – 7 (1st floor)
5. Classrooms – 2 (32 person capacity)
6. Laundry Room – 2 (3 washers/3 dryers per laundry room)
7. CQ Rooms – 2

Enclosure 6

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CHAPTER FOUR

Postmobilization Planning - Phase II (Alert) and Phase III (Home Station)

1. References. Refer to Chapter 7
2. Glossary. Refer to Chapter 8
3. Point of Contact (POC). Refer to Chapter 6
4. Preparedness. Mobilization preparedness starts with planning and coordination with assigned mobilization station and continues with day to day completion of all home station activities and processes described in RCUCH - FORSCOM Regulation 500-3-3. Between the time of alert notification and departure from home station the actions and processes to complete personnel, logistical and training actions and to update all mobilization documents and files must continue to ensure their completeness and availability upon arrival at the mobilization station.
5. Planning. Upon notification of mobilization, RC Units will plan for:
 - a. The completion of all specific actions described in the RCUCH - FORSCOM Regulation 500-3-3- prior to arrival at assigned mobilization station. Refer to extract of Annex G (Required Document Checklist) at Enclosure 1.
 - b. Update Unit Status Report (USR) using a 3.5" disk 24 hours prior to scheduled arrival of the Advanced Party (AP) at Fort Dix, NJ. Advance Party will bring the disk and paper copy of the USR with them to the Reception Control Center (RCC).
 - c. MOBLAS Updates.
 - (1) USAR Units. Continue to update RLAS data until unit's departure from home station.
 - (2) ARNG Units. Update RCAS data and submit to mobilization station using a 3.5" disk 72 hours prior to the scheduled arrival of the Advanced Party.

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CHAPTER FIVE

Phase IV (Mobilization Station) and Phase V (Deployment) Activities Planning

1. References. Refer to Chapter 7
2. Glossary. Refer to Chapter 8
3. Point of Contact (POC). Refer to Chapter 6
4. General. This Chapter identifies the various processing actions, required forms/documentation and other special processing requirements conducted at Fort Dix to support the mobilization and deployment of RC Units.
5. Scope. The following annex's are divided into functional area's and provide specific mobilization and deployment guidance to RC Unit Commanders and Staff.
 - a. Annex A - Administration
 - b. Annex B - Operations
 - c. Annex C - Training
 - d. Annex D - Personnel
 - e. Annex E - Logistics
 - f. Annex F - Legal
 - g. Annex G - Safety
 - h. Annex H - Law Enforcement
 - i. Annex I - Security & Force Protection
 - j. Annex J - Chaplain Activities
 - k. Annex K – PAO Activities
 - l. Annex L – Finance
 - m. Annex M – Information Management Support

ANNEX A (ADMINISTRATION) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. References. Refer to Chapter 7
2. Glossary. Refer to Chapter 8
3. Point of Contact (POC). Refer to Chapter 6
4. This annex identifies the various administrative support provided to RC Units during periods of mobilization and deployment.
5. Postal and Locator Services.
 - a. To facilitate the proper delivery of mail, the soldier member (SM) address must appear as indicated in the sample address shown here:

PFC John Doe, 000-00-0000 (SSN optional)
(Your Unit Designation)
Fort Dix, New Jersey 08640

MS JANE DOE
Street Address
City, State & Zip Code

- b. DA Form 3955 (Change of Address and Directory Record) will be prepared in duplicate at **home station** for all unit personnel. The DA Form 3955 will be typed and arranged alphabetically in two sets. The original set will accompany the advanced party and will be submitted to the DOIM (Directorate of Information Management) Postal and Directory Services, Building 6038.
 - c. A United States Post Office is located on Fort Dix. Location is Building 6038.
 - d. Mobilized RC Units will appoint appropriate mail handling personnel and official mail control officer in accordance with DOD Postal Manual and Army Regulation 340-3.
 - e. Coordination will be made by mobilized RC Units advanced party with the Installation Postal Officer on unit/official mail matters and training needs.

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6. Distribution Services.

a. RC Units advanced party will coordinate with DOIM Mail and Distribution Center, located in Building 6038, to determine distribution requirements and method of delivery.

b. Distribution of official correspondence will be from higher to lower units unless announced otherwise.

c. Intermediate headquarters receiving distribution will announce distribution schedules to assigned units.

7. Publications and Blank Forms Support.

a. Specific procedures for requesting publications and blank forms are contained at The Fort Dix Publication and Blank Forms Center is located in Building 6038.

b. One time issue of blank forms will be submitted as an emergency requisition to the DOIM Publication and Blank Form Center (BLDG # 6038).

c. Reoccurring requirements for blank forms will require RC Units to establish a publication account with the DOIM Publication and Blank Form.

8. Reproduction and Duplicating Support.

a. Request for local reproduction will be submitted using DD Form 844 (Request for Duplicating Service) to DOIM Reproduction Office located in Building 6038.

b. Requests for local reproduction will not exceed 5,000 copies of a single page and no job exceeding 25,000 reproduced pages.

9. Billeting Support to Family Members. Mobilized RC Unit personnel are not authorized to bring family members to the mobilization station. Billeting facilities at Fort Dix for family members or guest will not be available during mobilization.

10. American Red Cross Support.

a. The American Red Cross Office is located in Building 6051. The American Red Cross is available to provide emergency Red Cross assistance to soldiers and family members on a 24 hours basis.

ANNEX A (ADMINISTRATION) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

- b. Normal Duty Hours are Monday through Friday 0800-1630 hours.

11. Aviation Support.

- a. RC Unit Commanders requiring aviation support will complete USTRANSCOM Form 41 to the Fort Dix Aviation Division not later than 10 days prior to the date of departure.

- b. A copy of USAG FD Regulation 95-1 (Local Procedures and Flight Rules) will be furnished mobilized RC Units upon arrival at the mobilization station.

12. Training Aids/Audiovisual Support.

- a. Training aids required by RC Units for mobilization training will be provided on a temporary hand receipts (DA Form 3122).

- b. Audiovisual property required for use by RC Units for mobilization training will be provided on a temporary hand receipts (DA Form 3122).

- c. RC Units must return all training aids/audiovisual property and clear their temporary hand receipts prior to deployment.

- d. The Training Support Center is located in Building 5411.

13. Morale Welfare and Recreation (MWR). MWR Headquarters is located in Building 6043, Doughboy Loop. The MWR offers the following services:

- a. Army Community Services: The Army Community Services (ACS) is located in Building 5201 on Maryland Avenue. The ACS office will be available to provide any family assistance such as Army Emergency Relief (AER), Information and Referral, Exceptional Family Member (EFM), Family Advocacy Program (FAP), Consumer Affairs Financial Assistance Program, Outreach Program, Relocation Assistance and a Family Companion Program. These programs are available on an as needed basis to support the service member.

- b. Community Club: Club Dix (Community Club) has its club facility in Building 5455, 6th Street at Alabama Avenue (723-3272). The Community Club offers a variety of entertainment as well as lunch served Tue – Fri. Catering services are available. The lounge features a snack bar.

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c. Arts & Crafts Center: The Arts & Crafts Center is located in Building 6049. The center provides custom imprinting, engraving, arts and crafts supplies, fax and copy machine services, a frame shop and ceramic shop.

d. Wood Craft Shop: The Wood Craft Shop is located in Building 6509 and provides equipment, expert instruction and materials needed to complete projects, repair furniture and refinish antiques. Also offered are safety and bird carving classes.

e. Bowling Center: The Bowling Center is located in Building 6054 on Doughboy Loop. The center has a snack bar and is available for birthday parties, showers, etc.

f. Fountain Green Golf Course: The Fountain Green Golf Course is located in Building 3152 on Pemberton-Wrightstown Road. This is an 18 hole course with a driving range, Pro Shop, Mulligan's Snack Bar and Lounge.

g. John F. Mann, Jr. Recreational park: Located behind Building 6045, (Outdoor Recreation) on Doughboy Loop. There is an 18 hole miniature golf course, batting cages, go-cart track, playground, sand volleyball court and picnic pavilion.

h. Aquatics: There is an indoor/outdoor swimming pool located in Building 5901, Doughboy Loop. (Coupon books are available). This facility also has tanning beds, lifeguard training and a 120' water slide (seasonal May-Aug).

i. Outdoor Recreation: Outdoor Recreation is located in Building 6045 on Doughboy Loop. There is a recreational shooting range – Range 14, recreational parks and lakes such as Brindle Lake, Willow Pond and Hipps Folly and an equipment rental service.

j. Griffith Field House and Fitness Center: The Griffith Field House and Fitness Center is located in Building 6053. This facility has nautilus, aerobics classes, sauna for men and women, cardiovascular equipment, free weights and a racquetball/squash court.

k. Youth Sports: Youth Sports is located in Building 5953. Seasonal sports are offered such as soccer, indoor soccer, baseball, football, basketball, softball and cheerleading.

l. Child Development Center. The Child Development Center is located in Building 5523 on Nashville and Tennessee Streets. Provides full day care for children 12 months old to five years. Central Registration is located in Building 5203.

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m. Family Child Care Program. The Family Child Care Office is located in Building 5203 on Maryland Avenue. Certified family child care offers a variety of care, such as infant, toddler, pre-school, school age, extended day, hourly, respite, sick child and Exceptional Family Member care.

n. Supplemental Programs and Services: Supplemental Programs and Services Office is located in Building 5203 on Maryland Avenue. Services available include: Parent Co-ops, Playgrounds, Short Term Alternative Child Care, Teenage Baby Sitting Referral, CDS Volunteer Training and Placement, CDS Central Registration and Resource Referral.

o. Early Intervention Program: The Early Intervention Program is located in Building 5203 on Maryland Avenue. This program is for children, birth to three years old. Free developmental screening is provided.

p. Youth Services: Youth Services is located in Building 1279 in the Garden Terrace housing area. This activity provides social/recreational age appropriate activities in addition to contracted instructor in martial arts and dancing for youth six to 19 years old.

q. School Age Services Program: The School Age Services Program is located in Building 5219, corner of 8th Street and New York Avenue. This program offers a Before and After school program, full day care during school classes and a full summer camp program.

r. Alcohol and Drug Abuse Control Program. The Substance Abuse Program is located in Building 5203 on Maryland Avenue. The program offers confidential alcohol and drug consultation and treatment, Employee Assistance Services, biochemical testing, and prevention and education programs.

ANNEX B (OPERATIONS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. References. Refer to Chapter 7
2. Glossary. Refer to Chapter 8
3. Point of Contact (POC). Refer to Chapter 6
4. Fort Dix Post Mobilization Organization Chart.
5. This annex provides RC Units with Fort Dix concept of operation in support of mobilization and deployment operations.
6. RC Units Advanced Party.
 - a. The advanced party will report to the Fort Dix Reception Control Center (RCC) located in Building # 5633 (Doughboy Loop and Baltimore Avenue) upon their arrival.
 - b. The advanced party will receive an RCC briefing prior to the start of unit processing.
 - c. RC Units advanced party will be processed in accordance with Forces Command, First Army Regulations and Directives and the Fort Dix Mobilization Plan.
 - d. Upon completion of advanced party processing the following actions will have been accomplished:
 - √ unit status report (USR) updated.
 - √ personnel/logistics cross-leveling/fill action completed.
 - √ Automated unit equipment list (AUEL) reviewed, updated and inputted into TC-ACCIS.
 - √ date and time for soldier readiness processing (SRP).
 - √ keys to motor pools, arms rooms and billeting issued.
 - √ training readiness improvement strategy (TRIS) developed.
 - √ training areas and ranges scheduled.
 - √ contracting procedures reviewed.
 - √ security rosters/clearances verified.
7. Convoy commanders will inform the Reception Control Center (RCC) of changes to reported routing or estimated time of arrival at Fort Dix.

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8. Units main body arriving in convoy will be met at the entry gate by the units advanced party and escorted to their assigned areas.

9. Command and Control (C2) of arriving RC Units passes from the CONUSA to the Commander Fort Dix upon entry of RC Units to the Fort Dix Installation.

10. The unit commander and unit staff will report to the Reception Control Center (RCC). The RCC will provide unit commanders with inprocessing schedules and a list of one time and recurring events that the unit commanders or designated personnel must attend.

11. Unit Commanders will also report to the RCC at 1000 hours on the day following arrival at Fort Dix.

12. RC Units will receive two validation board assessments as follows:

a. An initial assessment will be accomplished during in processing at the reception control center (RCC). The purpose of the initial assessment is to identify units which are validated "NO" as early as possible so that installation resources can be directed to reduce shortcomings.

b. A final validation will be accomplished not later than 96 hours prior to the unit's EDDS (estimated departure date sea) or EDDA (estimated departure date air). The purpose of the final validation 96 hours prior to EDDS/EDDA is so that the gaining theater commander and the POE (port of embarkation) will know the status of the unit in order to make decisions about deployability as well as transportation.

c. The deployment validation board consists of installation directorates/special staff and the MAT as follows:

⇒ Chair - Deputy Installation Commander for Mobilization

⇒ MAT Team Chief

⇒ Members:

→ FPD (Force Projection Directorate), FPD-CRD (Force Projection Directorate, Combat Readiness Division), MPD (Military Personnel Directorate), DOL (Directorate of Logistics), DCFA - Family Assistance (Directorate of Community and Family Activities), PC/ASORT/MOB-ODEE Advisor, RC Unit Commander.

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d. The installation objective is to bring all units up to C-1, ALO-1 within constraints of time and resources.

e. The installation criteria for certification is based on readiness conditions as defined in Army Regulation 220-1 (Unit Status Reporting).

f. The installation commander is responsible for validating a unit (except for general officer commands). General Officer Commands will be validated as determined by First US Army.

ANNEX C (TRAINING) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. References. Refer to Chapter 7
2. Glossary. Refer to Chapter 8
3. Point of Contact (POC). Refer to Chapter 6
4. This annex provides RC Units with information on Fort Dix training facilities and resources to support mobilization and deployment operations.
5. Unit training is the responsibility of mobilized RC Unit Commanders. Combat Readiness Division, Force Projection Directorate will provide training facilities and resources on a priority basis to ensure that all training requirements are accomplished on a timely basis.
6. RC Unit Commanders must ensure that advanced party personnel are knowledgeable of the unit's current training status and the unit commanders concept of post-mobilization training needs. The post mobilization training plan (PMTP) will be updated prior to the departure of the advanced party from home station and upon arrival of the advanced party at the RCC the PMTP will be the basic document used to develop of the Training Readiness Improvement Strategy (TRIS).
7. Combat Readiness Division, Force Projection Directorate will schedule training ranges, areas and resources upon development of the training readiness improvement strategy (TRIS) by MAT-DIX at the reception control center (RCC). In coordination with the MAT-DIX assistor, keep the TRIS updated and current and evaluate training to ensure objectives are being accomplished in accordance with current mission guidance. Supervise and conduct all RC Units training in coordination with MAT-DIX. A list of training areas and ranges are provided at Appendix 1.
8. RC Units document training devices/audio-visual requirements on their PTSR (Post-mobilization Training and Support Requirements) and submit completed PTSR to their assigned mobilization station on an annual basis. Fort Dix TSC will document Training Devices/Section requirements from RC Unit's PTSR that cannot be requested on their annual ADARMS (Army Devices Automated Movement System) report to First Army.
9. Upon arrival at the MS, RC Unit should establish a temporary account with Fort Dix TSC. Provide a completed DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies) and a copy of the Assumption of Command Letter/Order at the time the

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temporary account is being established. Unit must arrange for turn-in of all Training Devices/Audio-visual equipment hand receipted for use prior to the scheduled deployment date from the installation.

APPENDIX

1 – Range Facilities Matrix

ANNEX D (PERSONNEL) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. References. Refer to Chapter 7
2. Glossary. Refer to Chapter 8
3. Point of Contact (POC). Refer to Chapter 6
4. Reports and Forms which are necessary for RC Units to mobilize at Fort Dix are contained in Annex G, FORSCOM Regulation 500-3-3. All Reports and Forms should be completed prior to movement from Home Station.
5. RC Commanders Individual Readiness/Deployment Checklist. See Appendix 3.
6. Inprocessing will be scheduled in accordance with gate and arrival times of mobilized RC Units and following the arrival of the units main body.
7. Mobilized RC Units may be tasked to support the processing of other mobilized RC Units while assigned to Fort Dix.
8. To ensure the timely processing of mobilized RC Units through the Soldiers Readiness Processing (SRP):
 - a. RC Commanders need to ensure that personal mobilization packets are up to date and contain required forms and are completed to the maximum extent possible.
 - b. RC Commanders are required to provide a Daily Status Report on the progress in resolving nondeployable status of soldiers processed through the Soldiers Readiness Processing Site (SRP)
 - c. The RC Unit personnel representative is required to receive a unit status report and unit clearance from the Installation MPD representative at the final station after the last soldier has processed through the SRP.
7. Soldier Readiness Processing (SRP) Building and SRP Layout. Refer to Appendix 1.
8. Family Care Plans. The Army Family Care policy is that soldiers must arrange for the care of their dependent family members so as to be available for duty when and where the needs of the service dictates. Family Care Plan Checklist is at Appendix 2.

**ANNEX D (PERSONNEL) TO FORT DIX MOBILIZATION AND
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9. Wills, Power of Attorney and Legal Affairs. Refer to Annex F.

APPENDICES:

- 1 – Soldier Readiness Processing (SRP) Building and Layout
- 2 – Family Care Plan Checklist
- 3 – Individual Readiness/Deployment Checklist

ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. References. Refer to Chapter 7
2. Glossary. Refer to Chapter 8
3. Point of Contact (POC). Refer to Chapter 6
4. General.

a. As a Support Installation (SI) Fort Dix assist in arranging local procurement of supplies, equipment, services and transportation for movement of RC Units from home station, through local transportation terminals, if required, to the mobilization station (MS). At the mobilization station, this support will continue until the unit is deployed.

b. At the Mobilization station, this support will continue until the unit is deployed.

c. For Billeting, Messing and on post Logistical requirements, units will request support through Combat Readiness Division, Force Projection Directorate.

d. For TOE/Mission required equipment and supplies, after exhausting all cross-leveling procedures, unit commanders will request support directly from the DOL.

e. Equipment requirements at the time of mobilization will be based on the TOE/TDA/MTOE/ cited in the mobilization order. Priority designators entered on supply requests will be based on the most current Force/Activity Designator assigned to the unit. Project Code, if assigned, will be entered on each supply request for perpetuation on requisition.

f. All supply actions enumerated herein become effective upon receipt of Alert Notification for entry on active duty.

g. All required forms indicated in this annex are available on Form Flow. FORSCOM/USARC/TRADOC forms are also available on www.army.mil.

2. Class I - Subsistence.

a. A Dining Facility will be provided for each mobilized unit at Fort Dix. However, units with assigned cooks (MOS 94B) and equipment may be tasked to support the DOL at the mobilization station.

ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

b. If rations are issued to the unit at Home Station, subsisting during convoy moves will be in accordance with the provisions of Army Regulation 30-18, the Army Troop Issue Subsistence Program.

c. Any mobilized unit that is supported by Fort Dix for subsistence and is going to remain at Home Station will be under the Field Ration Issue System (FRIS). All requests for subsistence are to be mailed to Fort Dix regardless of location of pick-up as follows:

(1) For planning purposes use the 14 day USAR Component Menu (SB-10-263) and the changes to the 14 day USAR Component Menu.

(2) Submit DA Form 3294-R (Ration Request Issue/TI Slip) in three copies as reflected in Army Regulation 30-1 to arrive at Fort Dix 10 working days prior to pick-up.

(3) In the remarks section of DA Form 3294-R indicate the date and place of pick-up and any ice requirement. Also, use the remarks section to indicate any items and quantities that are desired to be deleted and/or reduced. No item will be issued that do not appear on the 14 day USAR Component Menu.

(4) Submit DA Form 3294, Request for issue or Turn-In, double spaced for condiment requirements as stated in paragraphs (1) and (2) above.

(5) Requirements for Meals Ready to Eat (MRE's) will be requested separately on DA Form 3294 in two copies and requested by case lot.

(6) All units requesting subsistence support will have a proper Delegation of Authority Card (DA Form 577) on file with the supporting TISA.

(7) TAT MRE's will be requested on DA Form 3161.

e. All requests for subsistence are to be mailed to the following address:

Headquarters
U.S. Army Garrison fort Dix
ATTN: AFRC-FA-LGC-T (Joyce)
Fort Dix, New Jersey 08640-5404

3. Class II - Supply Procedures. Expendables and Consumables, except for personal clothing, Class VII (Major End Items), and Class IX (Repair Parts).

ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

- a. Self-Service supplies will be furnished by the Mobilization Station until a self-service supply account can be established.
 - b. Shortages of Class VII and Class IV classes of supply will be submitted to Fort Dix on DA Form 2765-1 by the most expeditious means available. Extreme care will be exercised to insure that only valid Department of Defense Activity address codes (DODAAC) are used and that appropriate Priority Designators and Project Codes (if applicable) are entered on the DA Form 2765-1.
 - c. DA Form 2765-1 will be separated into two groups, one group consisting of TOE/MTOE items and the remaining group consisting of PAL items.
 - d. Unit procedures for preparation of supply documents are contained in DA Pam 710-2-1, 710-2, and AR 735-5. Fort Dix is under the Standard Army Retail Supply System (SARRS).
 - e. Blocking and bracing material requirements will be submitted on the COMPASS Report to the Fort Dix Transportation Officer. The materials list should include a national stock number (or a complete description of the needed material). Lumber should be pine when it meets the specifications. Oak should be specified only when absolutely necessary due to the difficulty in the procurement of oak.
4. Class III - POL (Petroleum, Oil and Lubricants):
- a. Unit will procure POL items during MS to MS movement with government IMPAC cards.
 - b. Upon arrival at Fort Dix, units will be provided with the location of their POL point and scheduled hours of operation. If assistance is needed, contact the Supply Division, DOL, Building 3137, telephone 609-562-2813.
5. Class IV - Construction Materials: No requests for Class IV supplies will be accepted for lumber, or other packing materials for use in blocking, bracing, packing, crating and tie-down (BBPC&T) for use in the movement from HS to MS. Supplies for BBPC&T needed for HS and MS move are the commander's responsibility and can be filled using contracts of Class "A" agents. The Regional Directorate of Public Works (RDPW) will issue lumber and nails and crating as requested as BBPC&T to support the move from MS to SPOE/APOE. The Directorate of Logistics will issue those BBPC&T items required that are not in the installation Engineer Supply channels (i.e., conex inserts, bubble pack, banding material, tie-down straps).

ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

6. Class V - Ammunition:

a. Fort Dix Directorate of Logistics Standing Operating Procedure for Requisitioning, Storage, and Issuing Ammunition to Reserve Component units is attached at Appendix 2.

b. Procedures for preparation of ammunition requisition (DA Form 581, Request for Issue and Turn-In of Ammunition) are contained in AR 710-2, Material Management for Using Units, Support Units, and Installation, (a sample of this completed form may be found in Enclosure 4, Appendix I). The unit's basic load of ammunition will be computed IAW FORSCOM Reg 700-3, Basic Load Ammunition Supply Data.

c. Prior to deployment, the unit will coordinate shipment of its basic load of ammunition with the Fort Dix Ammunition Officer. The basic load computation listings are available for review at the Fort Dix Ammunition Branch.

d. When the unit's advance party arrives at the mobilization station, a forecast of personnel requiring qualification of their individual weapons will be conveyed to the MAT during development of the Training Readiness Improvement Strategy (TRIS). The unit will request training ammunition through Combat Readiness Division to meet the training forecast.

7. Laundry Services:

a. Fort Dix Regulation 210-130, Laundry and Dry Cleaning Service, prescribes the procedures and responsibilities applicable to Fort Dix.

b. The services that are provided are described as follows:

(1) 72 Hour Organizational Laundry and Dry Cleaning Services. A unit or activity representative should deliver to the Fort Dix Laundry, three copies of DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies. This service includes organizational items such as sheets, pillowcases, blankets, cook, whites, and other government owned property. The Laundry Manager will establish a schedule for unit turn-in and pick-up.

(2) Cash Per Bundle Laundry Service. 48 hour Cash Per Bundle Laundry Service at a cost of 8.25 per bundle is provided to active duty and reserve component (RC) military personnel. The service consists of laundering 26 pieces, including the laundry bag, of which up to eight pieces may require starching, pressing, and return on hangars.

ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

Clothing of more than one person will not be included in a single bundle. Civilian clothing and government organization clothing (medic whites, cook whites, coveralls, smocks, aprons, etc.) are accepted as part of the bundle.

(3) Individual Place Rate (IPR) Laundry and Dry Cleaning Service. Authorized personnel may elect to submit their personal laundry and dry cleaning to the laundry facility for 72-hour service. Same day service is provided for military uniform garments, if required. Cost is established by the Contractor for each article and is paid by the individual upon receipt of the finished item.

8. Mortuary Support for Mobilized Units:

a. Mortuary services are contracted and are administered by Mortuary Officer, Personnel Operations Branch, Assistant Military Personnel Directorate.

b. The Mortuary Officer handles the case in accordance with the desires of the next of kin.

c. Units will notify the Casualty Section of Personnel Operations Branch (POB), extension 4453, when a death occurs. NOTIFICATION TO THE NEXT OF KIN WILL BE MADE BY THE MILITARY PERSONNEL DIRECTORATE, NOT BY THE UNIT UNLESS TASKED BY MPD.

d. Should an active duty death occur, the Mortuary Officer briefs and sends a notification officer to the next of kin which informs them of the death. The next of kin are advised that they may have the government prepare and ship the remains to a destination of their choice, or the next of kin may do it themselves and be reimbursed (limited) by the government.

9. Maintenance. An extensive guide for maintenance support is available at Appendix 4 to Annex D. This guide includes quarterly material readiness reporting procedures, review/processing/editing procedures for quarterly material readiness reports, and an external SOP for direct/general support maintenance. The guide is designed to be a supplement to DA Pam 738-750, The Army Maintenance Management System (TAMMS). A thorough working knowledge of the contents of DA Pam 738-750 is essential prior to mobilization.

10. Transportation:

a. Appendix 6 is a guide for transportation and movement procedures. Instructions for convoy clearance and requests for commercial transportation and domestic freight routing are enclosed in the appendix.

ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

b. Prior to movement to the mobilization station, commanders will ensure that the appropriate requests and coordinating instructions are complete. The Transportation Officer at Fort Dix will be kept informed of any changes in requirements that occur prior to or during the movement from home station.

11. Directorate of Contracting (DOC).

a. The DOC is located at Building 5418, third floor.

b. In order to adequately and expeditiously meet the needs of mobilizing units, all activities anticipating contract requirements during mobilization should prepare a needs listing annually and submit to the Directorate of Contracting (DOC) through their normal support channels for the type of requirement. If the anticipated requirements will include extensive specifications, the specifications should be provided with the needs listing. DOC will use this listing to conduct market surveys to plan for the source of contracting support to meet anticipated needs.

c. Upon mobilization, or on order, DOC will provide acquisition support and services as requested by activities responsible for direct support of units assigned to, mobilizing at, or deploying from this installation. Mobilizing units must submit requirements through regular support channels to DOC. DOC will not accept requirements directly from mobilizing units.

d. Unit Commanders will:

(1) Ensure that mobilization purchasing authority (MPA) designees have been appointed in accordance with Annex C of FORSCOM Regulation 500-3-3 (RC Unit Commander's Handbook (RCUCH)).

(2) Ensure that MPA's report to the DOC at the mobilization station for audit of purchases within two calendar days after arrival at the mobilization station.

(3) Ensure that requirements are submitted through regular support channels.

(4) Submit a needs listing annually through regular support channels to the DOC.

12. Reserve Center Closure:

a. IAW FORSCOM Reg 500-3-3, Chapter 4, Phase III, Task 16, Transfer of facilities and non-organizational property, the following is directed:

**ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT
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(1) ARNG units transfer responsibility for custody and security of armory IAW State Plan.

(2) USAR units transfer responsibility for custody and security of USAR Centers IAW MUSARC Plan.

(3) Coordinate with Fort Dix for warm basing (winterize facility).

b. Procedures for closure of Reserve Centers are listed at Appendix 3 of this annex.

APPENDICES:

- 1 - Subsistence and Supply Form
- 2 - Procedures for Requisitioning, Storage, and Issuing Ammunition to RC Units
- 3 - Procedures for Closing Reserve Centers in the Event of Mobilization
- 4 - Guide for Maintenance Support
- 5 - A/DACG and Marshaling Area
- 6 - Transportation Package
- 7 - Special Storage and Shipment of Personal Property

**APPENDIX 1 (SUBSISTENCE AND SUPPLY FORM) TO ANNEX E
(LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT
PLANNING PACKET**

1. PURPOSE. This appendix provides a list of subsistence and supply forms required to be submitted by mobilizing units. All required forms listed below are available on Form flow. FORSCOM/USARC/TRADOC forms are also available on www.army.mil.

2. Preparation. Guidance on preparing required forms are contained in Fort Dix Pamphlet 135-2, AR 30-1, AR 710-2, FM 9-6, and AR 210-130.

3. Required Forms:

- a. DA Form 3294-R, Ration Request/Issue/Turn-In
- b. DA Form 3294-R (Example)
- c. DA Form 3161, Request for Issue or Turn-In
- d. DA Form 2765-1, Request for Supply
- e. DA Form 581, Request for Issue and Turn-in of Ammunition

APPENDIX 2 (PROCEDURES FOR REQUISITIONING, STORAGE, AND ISSUING AMMUNITION TO RESERVE COMPONENT UNITS) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. REFERENCE. AR 600-8-101, Personnel Processing (In/Out and Mobilization Processing).
2. PURPOSE. This appendix prescribes Directorate of Logistics (DOL) procedures and responsibilities for issuing ammunition to RC units.
3. APPLICABILITY AND SCOPE. These procedures and responsibilities are applicable to the DOL and all US Army Reserve and Army National Guard units supported by this installation.
4. RESPONSIBILITIES (AMMUNITION BASIC LOAD COMPUTATION SYSTEM).
 - a. FORSCOM.
 - (1) Prepare and maintain the Ammunition Basic Load Master File.
 - (2) Prepare and send to installations for review and processing; the automated Ammunition Basic Load Data for units assigned to the installation and for Reserve Component units scheduled to mobilize at the installation.
 - (3) Send one copy of the approved Basic Load Authorization and Basic Load Recap for RC units, posted with disposition instructions, to the appropriate CONUSA.
 - b. AMC.
 - (1) Provide or store basic load ammunition under requisition submitted by the installation.
 - (2) Furnish requisition status to the requisitioner.
 - (3) Furnish annually to the installation, a Basic Load Requisition Report which lists the numbered requisitions on hand.
 - c. DOL. Monitor and review Ammunition Basic Load Data and ensure that authorized ammunition is on hand or at AMC Depot (review annually in conjunction with unit).
 - d. UNITS. Review Ammunition Basic Load Data and submit request for authorized ammunition.

APPENDIX 2 (PROCEDURES FOR REQUISITIONING, STORAGE, AND ISSUING AMMUNITION TO RESERVE COMPONENT UNITS) TO ANANEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

e. CONUSA. Monitor and review ammunition basic load procedures of RC units to ensure the current ammunition basic load computations are maintained for readiness and mobilization purposes.

5. REQUISITION, STORAGE, AND MOVEMENT PROCEDURES.

a. Responsibilities.

(1) FORSCOM.

(a) Check the requisitioning and storage of basic load ammunition by.

1. Keeping data showing, by unit, the quantities of ammunition required for storage at the installation and the quantities of ammunition requested for storage at AMC facilities.

2. Reviewing the Basic Load Requisition Status List provided by AMC and comparing quantities on the listing with the authorized quantities shown on the unit's authorization recap.

(b) Insure that basic load ammunition listed on the authorization recap, as requiring storage at installations, is on hand at the installation.

(2) DOL.

(a) Insure that each unit has and deploys with an approved copy of its Ammunition Basic Load (ABL) Data.

(b) Submit requisition (DD Form 1348M) for basic load items to be stored at the installation level (under .60 cal.).

(c) Submit requisitions for basic load items to be stored at AMC depots.

(d) Provide requisition status to units.

(e) Check the ammunition basic load supply action by reviewing the approved computation recap and the Basic Load Requisition Status List provided by AMC.

APPENDIX 2 (PROCEDURES FOR REQUISITIONING, STORAGE, AND ISSUING AMMUNITION TO RESERVE COMPONENT UNITS) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

(f) Report discrepancies noted on the Basic Load Requisition Status to AMCCOM or MICOM as appropriate.

(g) Insure units are issued their ABL upon authorized request.

(3) UNITS. Upon approval of Basic Load Authorization and Basic Load Authorization Recap, units will prepare and submit request for issue of ABL as directed by the installation.

b. Movement. The contingency deployment of units with basic loads is covered by the following (except when modified by a contingency OPLAN or COPLAN).

(1) For an administrative movement.

(a) Units will deploy with their basic load that is stored at the AMC Depot.

(b) Unit will submit DA Forms 581 (Request for Issue and Turn-In of Ammunition) to the DOL for receipt of ABL.

(c) AMC will ship basic load ammunition stored at AMC facilities, as requested by the support installation.

(2) For units on a contingency deployment, support installation will initiate request for release of basic load stored at AMC facilities by priority message to Armament, Munitions and Chemical Command (AMCCOM) or Missile Command (MICOM) as appropriate. Requests can be submitted by telephone, but will be confirmed by priority message.

(3) Shipment of ammunition stored in AMC facilities will be geared to the response time dictated by the contingency to be supported. Release and shipment of unit basic loads will be confirmed to meet one of the following conditions.

(a) For an administrative movement, AMC will incorporate ABL in scheduled increments for shipment into the objective area or will consolidate unit basic load into scheduled increments for shipment into a staging base for issuance to units as directed by the installation.

**APPENDIX 2 (PROCEDURES FOR REQUISITIONING, STORAGE, AND
ISSUING AMMUNITION TO RESERVE COMPONENT UNITS) TO ANNEX E
(LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT
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(b) For a tactical movement, AMC will release and ship basic load to the installation or to a point designated by the installation.

TABS:

A - Requisition, Storage, and Movement Procedures.

B - Confirmation Message

TAB A (REQUISITION, STORAGE, AND MOVEMENT PROCEDURES TO RESERVE COMPONENT UNITS) TO APPENDIX 2 (PROCEDURES FOR REQUISITIONING, STORAGE, AND ISSUING AMMUNITION TO RESERVE COMPONENT UNITS) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. REQUISITION AND STORAGE POLICY.

a. Requisitions will be submitted upon receipt of approved basic load authorization and basic load authorization recap. Mobilization stations, support installation for semiactive and state operated installations, will submit requisitions for all deployable RC units.

b. The following criteria will be used for requisitioning ammunition basic load.

<u>Type Unit</u>	<u>Installation Storage</u>	<u>Depot Storage</u>
CFP	Under .60 cal.	Over .60 cal.
Roundout	Grenades and Missiles	
Units with LAD 45 or Earlier (see MPES)	Fire starters, flares, smoke pots	
All other deployable RC units		Total ABL

2. Items authorized for installation storage, but which the installation is not able to store, will be requisitioned for storage in AMC facilities.

E-2-A-1

TAB B (CONFIRMATION MESSAGE) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET) TO APPENDIX 2 (PROCEDURES FOR REQUISITIONING, STORAGE, AND ISSUING AMMUNITION TO RESERVE COMPONENT UNITS) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

(AS APPROPRIATE)

TO: CDR USARRCOM ROCK ISLAND IL

INFO: CDR FORSCOM FT MCPHERSON GA //AFLG-POO//

CLASSIFICATION

SUBJECT: REQUEST OF BASIC LOAD AMMUNITION

1. REQUEST RELEASE OF BASIC LOAD AMMUNITION FOR THE FOLLOWING UNIT IDENTIFICATION CODES (UIC).

UIC

RDD

WXXXX

*PROVIDE JULIAN DATE

WXXXX

WXXXX

2. REQUEST AMMUNITION BE SHIPPED TO DESTINATION.

3. POINT OF CONTACT AT DESTINATION (TITLE, TELEPHONE NUMBER, IF AVAILABLE, AND MESSAGE ADDRESS).

4. POINT OF CONTACT AT (REQUESTOR'S LOCATION), (TITLE, TELEPHONE NUMBER).

E-2-B-1

**APPENDIX 3 (PROCEDURES FOR CLOSING RESERVE CENTERS IN THE
EVENT OF MOBILIZATION) TO ANNEX E (LOGISTICS) TO FORT DIX
MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

1. PURPOSE. This appendix prescribes procedures to be used during the actual closure of Reserve Centers (RC) in the event of a full mobilization.

2. GENERAL. In the event of mobilization, the Commander of Fort Dix will issue instructions for installation activities/Directorates to assist with the closure of all Reserve Centers having Fort Dix as their mobilization station.

3. RESPONSIBILITIES.

a. Installation Consolidated Property Book Officer (ICPBO) will -

(1) Designate personnel to assist the unit's interim PBO with the inventory and transfer of installation property at RCs upon their closure.

(2) To accomplish paragraph 3a(1) above, ICPBO requires DA Form 1687, Delegation of Authority or Appointment Orders assigning the accountable person.

(3) Deployable personnel will not be used to inventory and transfer property.

(4) Provide timely advice to USAR units on the status of property accountability.

(5) Conduct periodic staff visits to USAR units.

(6) Coordinate with the Chief, Transportation Division on requirements for property movement.

b. Chief, Transportation Division will -

(1) Be prepared to move property from USAR units to a designated location.

(2) Make the necessary coordination with ICPBO on the movement of property.

(3) Make periodic staff visits to USAR Centers.

c. Chief, Maintenance Division will -

(1) Be prepared to provide technical inspections as required.

(2) Make periodic staff visits to USAR Centers.

**APPENDIX 3 (PROCEDURES FOR CLOSING RESERVE CENTERS IN THE
EVENT OF MOBILIZATION) TO ANNEX E (LOGISTICS) TO FORT DIX
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d. Chief, Procurement Division will -

(1) Ensure that all USAR Centers' contracts are terminated as facilities are vacated.

(2) Make periodic staff visits to USAR Centers.

e. Chief, PO&S Division will -

(1) Augment ICPBO with Command Supply Review Team (CSRT) personnel upon request to assist with the closure of RCs.

(2) Make periodic staff visits to USAR Centers.

f. Reserve Center Commanders will -

(1) Appoint an Interim PBO on appointment orders or have DA Form 1687, Delegation of Authority Card, assigning the accountable officer.

(2) Coordinate with DOL, Fort Dix, ICPBO, DSN 944-3440; commercial (609) 562-3440, when the unit is ready to inventory and transfer its installation property.

(3) Follow guidance outlined in FORSCOM Reg 500-3-3, RC Unit Commanders Handbook, Task 16.

4. PROCEDURES. The Fort Dix Division/Branch Chiefs will -

a. Appoint in writing, those personnel who will act as liaison between their activity and the USAR units.

b. Maintain related files concerning the various aspects of USAR unit property, i.e., quantity, accountability, serviceability, approved lateral transfer, etc. concerning RC closures.

c. Conduct indepth reviews of USAR unit supply procedures during staff visits.

d. Conduct entrance and exit interviews with USAR Unit Commanders or a designated representative.

**APPENDIX 3 (PROCEDURES FOR CLOSING RESERVE CENTERS IN THE
EVENT OF MOBILIZATION) TO ANNEX E (LOGISTICS) TO FORT DIX
MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

- e. Furnish the USAR Unit Commander or the designated representative with a written assessment of noted deficiencies.
- f. Conduct follow-up staff visits to insure that corrective action has been taken.
- g. Review and update Mobilization Plan, Regulations, and Supplements as required.
- h. Fort Dix Owned USARC's - Separate procedures for the closeout of Fort Dix owned USAR centers are found in the Fort Dix DPW SOP #28, a copy of which is at Tab A.

TAB:

A - Fort Dix DPW SOP #28, Closure of Dix Owned USARC's

**APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E
(LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT
PLANNING PACKET**

1. PURPOSE. This appendix establishes uniform procedures for preparing and editing the DA Form 2406, Materiel Condition Status Report as well as reporting, processing, and reviewing the Quarterly material Condition Status Report. It also outlines procedures for requesting direct and general support maintenance for end items and components within specified commodities.

2. CONTENT. This appendix contains four tabs. See below.

a. Procedures for reporting quarterly material condition status to include unit, certain individuals, and staff responsibilities.

b. A listing of organizations/activities who prepare the DA Form 2406 and a suspense date for submission by each unit.

c. An SOP outlining procedures for requesting direct and general support maintenance for end items and components within specified commodities.

3. REFERENCES. AR 700-138, TRADOC Regulation 750-14, and FORSCOM Regulation 750-9.

TABS:

A - Quarterly Materiel Condition Status Reporting Procedures

B - Organizations/Activities Preparing Materiel Condition Status Report (DA Form 2406)

C - External SOP for Direct/General Support Maintenance

D- Changes to DA Form 2407/Sample

TAB A (QUARTERLY MATERIAL CONDITION STATUS REPORTING PROCEDURES) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. PURPOSE. This procedure is provided to ensure that uniform methods will be followed when submitting Materiel Condition Status Reports (DA Form 2406) for data processing.

2. APPLICABILITY. This procedure applies to all units/activities.

3. RESPONSIBILITIES.

a. Commanders of Active Army and USAR Units/Activities will be responsible for the manual preparation, editing for accuracy, completeness, legibility, and submission of DA Form 2406 to this headquarters.

b. The Plans, Operations and Services Division, DOL, is the principal staff office to supervise and establish procedures to insure that required Materiel Condition Status Reports are received, edited for accuracy, and transmitted to USAMC, LOGSA, Redstone, AL.

4. PROCEDURES.

a. All units and activities that mobilize at Fort Dix will furnish one copy of completed DA Form 2406 by the dates indicated.

b. Detailed procedures for processing the Materiel Condition Status Reports are contained in the enclosures listed below.

(1) Enclosure 2 - Organizations/Activities Preparing Materiel Condition Status Report (DA Form 2406).

(2) Procedures for completing the 2406 are found in detail in AR 700-138, dated 16 Jun 93, page 10, 11.

c. DOL will furnish a list of organizations to Hq FORSCOM when reports are not received or are received too late for timely submission.

E-4-A-1

**TAB B (ORGANIZATIONS/ACTIVITIES PREPARING MATERIAL
CONDITION STATUS REPORT (DA FORM 2406) TO APPENDIX 4 (GUIDE
FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX
MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

ACTIVE DUTY (GROUP 1)

63d EOC
760th EOD
754th EOD
DOL PBO
731st Ord Co (EOC)

Reports (DA Form 2406), one copy will be forwarded to: Directorate of Logistics, this headquarters, ATTN: AFRC-FA-LG, by due dates as follows.

Group 1. By COB first working day following report cut off date (monthly).

E-4-B-1

**TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT
MAINTENANCE) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT)
TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND
DEPLOYMENT PLANNING PACKET**

DOL MAINTENANCE DIVISION, FORT DIX, NEW JERSEY 08640

Area Code 609

DSN 944 plus extension

Dial 562 plus extension

944-1110 for assistance

FTS 484 plus extension

KEY PERSONNEL

CHIEF, MAINTENANCE DIVISION

EXTENSION 2264

**ADMIN/CONTRACT BR
SUPPORT**

PROD., PLAN & CONTROL BR

WARRANTY

EXT 4461

EXT 2277/2976

EXT 4964

E-4-C-1

TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE SECTION I – GENERAL) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. Rescission: This SOP supersedes all previous external SOPs of this activity.
2. Purpose: These instructions outline the procedures for units and activities to obtain Direct and General Support Maintenance services.
3. Scope: This procedure is applicable to all units and activities within the 5-9 area of support of the DOL Maintenance Division, Fort Dix, New Jersey, hereafter referred to as the Maintenance Division, for Direct/General Support Maintenance of specified categories of equipment.
4. Policy: It is the intent of the Maintenance Division to furnish, within its capability, optimum support to satellited units.
5. Maintenance Technical Assistance:
 - a. Maintenance technical assistance will be made available on an "as required" basis within mission resources and capabilities of the Maintenance Division.
 - b. Maintenance technical assistance requirements which cannot be met internally by the Maintenance Division will be requested by Maintenance Division and provided by technical specialists of commodity commands in accordance with AR 700-4.
 - c. Requests for maintenance technical assistance may be submitted to the Chief, Maintenance Division by the unit commander either orally or in writing. Such requests should be limited to assistance within the scope of a DS/GS maintenance facility.
6. Missions: DS/GS maintenance missions assigned to the Maintenance Division are as designated by higher authority.

SECTION II - DIRECT/GENERAL MAINTENANCE SUPPORT

1. General.
 - a. Direct/General Support Maintenance is available to authorized units and organizations on a written request by submitting DA Form 2407, Maintenance Request, hereafter referred to as a job order.

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TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE SECTION II – DIRECT/GENERAL MAINTENANCE SUPPORT) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

b. Job orders will normally be accepted by the Maintenance Division, Monday through Friday, 0745 to 1530, excluding holidays. They will be prepared and submitted as outlined in DA Pam 738-750.

c. Job orders will be prepared and submitted by the unit or activity requesting support. Authorizing signature in Block 23 must be that of a Commissioned Officer, Warrant Officer, Noncommissioned Officer, DAC, or authorized representative of the requesting activity.

d. All Maintenance Requests which are assigned Issue Priority Designators (IPD) 01-10 must be signed by the Unit Commander or their designated representative. This will be signed in the upper right hand corner of DA Form 2407. (Ref - DA Pam 738-750)

e. Due to the Depot Lever Repairable Program, and changes to the MIMS, the Maintenance Division will require additional information on DA Form 2407. Work requests submitted to Fort Dix, NJ require the following changes:

- (1) The POC and telephone number in block # 16b of DA Form 2407.
- (2) Enter DODAAC instead of UIC in block #1-c of DA Form 2407.
- (3) Enter unit APC in block #16b, of DA Form 2407.
- (4) Enter EIC Code on block marked WESDC.

f. DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies, must be submitted to the Maintenance Division, Production Control Section, Building 4429 in six (6) copies NLT 1 January each year.

g. The following criteria will govern the number of items acceptable on a job order:

(1) A separate DA Form 2407 must be initiated for each reportable item reported on the DA Form 2406, Material Condition Status Report. A separate form will also be used on each recoverable component of an item reported on the DA Form 2406. Several like items with the same make, model and NSN may be combined on a single DA Form 2407, i.e., a quantity of ten (10) small arms, hand and shoulder type, will be accepted on one work request.

E-4-C-3

TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE SECTION II – DIRECT/GENERAL MAINTENANCE SUPPORT) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

(2) For repair of items other than those listed in AR 700-138: Adhere to the instructions contained in DA Pam 738-750. Quantitative and NSN limitations apply as indicated in Paragraph (1) above.

(3) For request to accomplish an MWO: Prepare job order per instructions contained in DA Pam 738-750. A separate job order will be required for each DAMWO issued on a piece of equipment except as otherwise authorized by the Maintenance Division. Exceptions may be requested by telephoning 562-2277.

h. Acceptance of major items for support maintenance will be subject to a maximum of four (4) organizational maintenance shortcomings. Items exceeding this limitation will be rejected for correction by the using organization. Exception to this policy is permitted for those units temporarily lacking the skills, tools, or equipment to perform organizational maintenance within their organic maintenance facilities. Under that condition only, the item will be accepted provided the following certification appears in Block 16 signed by the unit commander.

CERTIFICATE

This is to certify that this unit does not have the capability to perform organizational maintenance because of shortage of skills, tools, or equipment. Request assistance from the Maintenance Division.

SIGNATURE

i. Turn-in of a CUCV Family of Vehicles for Repair: Prior to turning-in a CUCV vehicle for repair, the spare tire will be removed from the vehicle and stored at unit location.

j. Inspection Procedures for Command Inspection and Turn-in of Vehicles for Repair to DOL Maintenance Division: The inspection policy will encompass a combat readiness posture and a safety inspection, the end result being safer motor vehicles operating at Fort Dix and on the highways. Listed below are the items inspected and what is classified as a deficiency, this list is in addition to the TM-10 Manuals, Preventive Maintenance Check List:

E-4-C-4

**TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE
SECTION II – DIRECT/GENERAL MAINTENANCE SUPPORT) TO APPENDIX
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(1) EXTERIOR

DEFICIENCIES

(a) Visually check for obvious damage to body and cab.

Any body damage that would impair operations.

(b) Check tires for cuts, gouges, cracks or flats.

Tires have cuts, gouges or cracks which would cause tire failure during operation. One or more tires missing or flat. Any Loose or missing wheel studs or nuts.

(c) Look under vehicle for evidence of fluid leakage (fuel, oil and coolant).

Fuel – Any leaks, Class I, II, or III. Oil – Any Class III leaks. Coolant – any leaks.

(d) Check condition of:

1. Mirror(s).

Mirror(s) missing or cracked that would impair driver's vision.

2. Windshield and Windows.

Any missing or cracked windshield or window that would impair driver's vision or present a safety hazard.

3. Windshield wiper arms, blade, and motor.

Any torn or missing wiper blades or arms, non-operational motor.

4. Check operation of doors.

Any non-operational condition that would present a safety hazard.

5. Check operation of headlights, taillights and turn signals.

Any non-operational condition.

(2) FUEL SYSTEM

(a) Inspect fuel tank(s) for leaks or broken supports.

Any leaks, Class I, II, or III. Any fuel tank or fuel tank support that is damaged or missing that would present a safety hazard.

E-4-C-5

**TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE
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(b) Check fuel lines and hoses for leakage and damage.	Any damaged fuel lines or fuel hoses that are cracked or deteriorating with Class I, II, III leaks.
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(3) <u>AIR RESERVOIR(S) DRAIN COCK</u>	Unserviceable or missing drain valve.
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(a) Visually check terminals and posts for tightness, damage and corrosion.	One or more missing or unserviceable batteries, or will not crank engine.
---	---

(b) Inspect batteries for cracked casing, broken, burnt or loose battery terminal posts.	
--	--

(c) Inspect battery compartment for corrosion.	
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(5) UNDERBODY

(a) Power steering assist cylinder.	Evidence of Class III leaks.
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(b) Inspect steering linkage and related components for looseness and damage.	Any looseness or damage.
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(6) FRAME

Visually inspect frame side rails cross members and underbody supports for loose or broken bolts, cracks, breaks, broken welds and rusted through conditions.	Any loose or broken side rails, cross members, broken welds, bolts, or rivets.
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(7) DIFFERENTIALS/TRANSMISSION AND TRANSFER CASE

(a) Visually inspect front and rear differentials for oil leaks.	Evidence of Class III leaks.
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E-4-C-6

**TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE
SECTION II – DIRECT/GENERAL MAINTENANCE SUPPORT) TO APPENDIX
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FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

(b) Visually inspect transmission and transfer for leakage. Evident of Class III leaks.

(8) DUMP AND WRECKER – UNDERBODY

Visually inspect gear boxes and and related hydraulic units. Evidence of Class III leaks.

(9) ENGINE COMPARTMENT RADIATOR

(a) Check for coolant level. Coolant level below top of core.

(b) Check all hoses for deterioration, leakage and secure connections. Any hose leaking.

(10) ENGINE OIL LEVEL

Engine oil should be between the the L (low) and H (high) marks on the dipstick. Engine oil below the L (low) mark on the dipstick.

(11) PULLEY BELTS

Check belts for cracking, fraying and breaks. Check belts for looseness and misalignment. Belts are broken or missing. Belts are excessively loose and would cause engine overheating, power steering pump.

(12) POWER STEERING PUMP

Check pump for leakage. Visually inspect pump hoses for deterioration and leaks. Any evidence of Class III leaks

(13) INTERIOR OF VEHICLE

(a) Fuel gauge and air gauge, tachometer, oil pressure gauge or light. Temperature gauge. Temperature, oil pressure or air pressure gauge not operating.

E-4-C-7

**TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE
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- | | |
|--|---------------------------|
| (b) Air restriction indicator, reflecting on green line. | Stays in red. |
| (c) Battery - generator indicator. | Shows constant discharge. |

(14) BRAKE SYSTEM

With engine running and parking brake engaged, check:	Service brakes or parking brakes do not operate properly or there are hydraulic or air leaks.
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- (a) Air reservoirs.
- (b) All brake air and hydraulic lines.
- (c) Check pedal free play.
- (d) Check pedal depressed height.
- (e) Check parking or hand brake operation.
- (f) Operate service brakes to determine stopping ability.

(15) STEERING SYSTEM

Check for unusual free play, binding, wandering or shimmying. inoperative.	Loose or binding steering action or steering wheel difficult to turn. Steering is inoperative.
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(16) <u>TRANSMISSION</u>	Transmission is inoperative.
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(17) <u>TRANSFER</u>	Transfer is inoperative.
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(18) <u>CLUTCH</u>	Clutch is inoperative, slipping or definite grab or chatter.
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E-4-C-8

TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE SECTION II – DIRECT/GENERAL MAINTENANCE SUPPORT) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

(19) AUTOMATIC TRANSMISSION Must operate properly without slipping.

(20) FRONT AND REAR DRIVE AXLES AND PROPELLER SHAFTS Rear propeller shaft missing or damaged, unusual noises or vibrations.

(21) HORNS Must be operational.

(22) SPECIAL BODY EQUIPMENT

(a) Front winch Cable frayed, kinked or broken. Winch does not operate.

k. Completed job orders may be picked up at the Maintenance Division, Monday through Friday, 0745 to 1600, excluding holidays. All completed job orders for on post customers should be picked up within 24 hours after notification, off post customers within 5-7 workdays.

2. Normal Job Order Request Procedures:

a. Prepare DA Form 2407 by filling in all blocks in Section 1 as instructed in DA Pam 738-750. In Block 16, insert the telephone number and person to be notified upon completion. Type or print all entries. If printed, print firmly with ball point pen or pencil to assure that all copies are legible.

(1) NMCS/NMCM data, applicable to reportable items, will be provided to support units when requested.

(2) Maintenance Division will record Non-mission Capable Time NMCS/NMCM on DA Form 2407, Maintenance Request.

b. All items of equipment requiring support maintenance will be delivered to the Maintenance Division along with the job order and equipment logbook, if applicable. Office machines, electronics equipment, buffers, furniture and chemical equipment will have a Shop Tag attached.

c. Items damaged by means other than fair wear and tear will be submitted in accordance with AR 735-5, paragraph 14-25.

E-4-C-9

TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE SECTION II – DIRECT/GENERAL MAINTENANCE SUPPORT) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

d. Deliver items to Building 4429 for Automotive, Electronics, Chemical, *Office Machines, Buffers, Material Handling/Construction Equipment, and Furniture. Building 3109 for Weapons, Clothing and Textile.

e. Upon acceptance of equipment, the unit representative will be furnished with the signed green copy of DA Form 2407 to be used as a receipt while the item is in the possession of the Maintenance Division.

f. Upon completion of repair or service the Maintenance Division will process the job order and insert appropriate entries in the equipment logbook as prescribed in DA Pam 738-750. The unit holding the green receipt copy of the DA Form 2407 will be notified by telephone or mail to effect pick-up. Items of equipment will be normally released on presentation of green receipt copy of the job order. Under no circumstances will any weapons be released without a receipt. The unit is responsible for effecting pick-up within 24 hours after notification, except for off-post units, which will coordinate timely pick-up.

g. Deferred Maintenance: The Maintenance Division will defer field maintenance on equipment when a piece of equipment is still capable of performing its mission in the unit until such time as MWO or repair parts are received by the Maintenance Division for application. Equipment may also be deferred and retained at the using unit on deadline status until parts are received. In this manner, equipment can be serviced for organizational maintenance to avoid deterioration/pilferage.

(1) The unit will submit a DA Form 2407 as normal, but after initial inspection will receive Copy #2, and the equipment.

* Office Machines will be transported in accordance with Section III, TM 10-600.

(2) Quality Control and Production Plans & Control Section in the Maintenance Division will retain all other copies.

h. Vehicle Acceptance Standards:

(1) Requirements for vehicle acceptance are as follows.

(2) All tactical, combat, and commercial vehicles submitted to Maintenance Division for repair, MWO, turn-in as excess or ECOD will, at a minimum, require the following:

E-4-C-10

TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE SECTION II – DIRECT/GENERAL MAINTENANCE SUPPORT) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

(a) A DA Form 2407, Maintenance Request, properly filled out with appropriate priority and signatures.

(b) The vehicle logbook, if applicable, containing all required inserts with current, correct, and legible entries.

(c) Submission only during regularly scheduled time periods established for specific unit. Deviations from schedule due to emergency or other situations must be coordinated with the Chief, Maintenance Division and approved prior to evacuation of vehicle to Maintenance Division.

(d) Certification in Box 16, DA Form 2407 that the following items have been checked:

- Anti Freeze to - 20F
- Gear Cases, differential, transmissions
- Special or accessory equipment listed when installed and not easily removable.

(3) Vehicles submitted will be given a pre-acceptance check by inspectors from Quality Assurance. Assistance may be required by the driver or wrecker operator, who will remain with the vehicle until acceptance or rejection has been determined.

(4) Vehicles submitted for maintenance will meet the following criteria which includes, but not limited to the following:

- (a) Vehicles must be clean and free from trash.
- (b) Fuel tank must be at least 1/2 full.
- (c) Batteries must be charged, serviced, and properly secured.
- (d) Tires must be inflated to spec and show no evidence of slow leaks.
- (e) Engine oil and coolant must be at required level and show no sign of leaks which are correctable at the organizational level.
- (f) All drive belts must be present and properly adjusted.

E-4-C-11

TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE SECTION II – DIRECT/GENERAL MAINTENANCE SUPPORT) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

(g) Lights, horns, and signal lights must be operational.

(h) Missing or defected organizational items on requisition must be verifiable by a valid document number entered on a DA Form 2404.

(i) Vehicles having four (4) or more organizational deficiencies will be rejected. A single deficiency will be cause for rejection if in the inspector's judgement it will hamper field maintenance accomplishments; i.e. batteries dead; safe operation after repair, i.e. brakes.

NOTE: Vehicles towed to Maintenance Division due to engine drive train failure will meet all above mentioned requirements. Exception will be in the judgement of the inspector.

(5) Vehicles submitted for ECOD - Quality Assurance will be contacted prior to submission of request. At that time determination based on approximate extent of damage will be made as to the organizational maintenance requirements.

(6) If a vehicle is not accepted for maintenance, the vehicle driver will be furnished a DA 2404 listing those deficiencies found. Quality Assurance Personnel will clarify any areas or comments not understood by unit personnel prior to departure of the driver.

(7) Vehicles submitted for MWO will meet the minimum requirements as stated in Paragraph (2). The urgency and scope of the specific MWO will dictate the extent of compliance with other requirements of this letter.

(8) On-the-spot correction of deficiencies may be permitted at the discretion of the inspector, provided it can be accomplished without disruption of schedules. In no instance may vehicles be left unattended or overnight at Maintenance Division, prior to acceptance without approval of the Automotive Supervisor.

3. Job Order Request on Equipment Damaged by Means Other than Fair Wear and Tear. (Estimated and Actual Costs of Damage):

E-4-C-12

**TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE
SECTION II – DIRECT/GENERAL MAINTENANCE SUPPORT) TO APPENDIX
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a. Equipment damaged by means other than fair wear and tear will not be repaired except on release by the responsible or Surveying Officer. Release Statement must be in accordance with AR 735-5, para 14-25, after estimated cost of damage has been completed.

SIGNATURE

Commanding Officer/Activity
Chief/Surveying Officer

b. All requests for Estimated Cost Of Damage, ECOD, will be prepared on a DA Form 2407. Estimate costs will be provided to the unit and job order closed out. All requests for Actual Cost of Damage, ACOD, will be requested on a DA Form 2407 submitted for maintenance repairs. ACOD will be provided after repairs have been completed and job orders are closed out.

4. Requests for Follow-Up Status Job Orders:

a. Inquiries submitted to the Maintenance Activity for status on an open job order will be directed to Production Control Branch, 562-2277 for all items. Request for follow-up by telephone should be limited to job orders with an Issue Priority Designators of 01 through 08 which affect operational status of the using unit.

b. To avoid unnecessary delay and assure receipt of accurate information, furnish the job order number assigned by the Maintenance Division in the upper left margin of the job order and the priority (IPD) assigned by the unit.

c. Request for a normal follow-up should be submitted in writing. Written requests will be addressed to: Chief, Maintenance Division, ATTN: PP&C Branch, Fort Dix, New Jersey 08640-5410. Written follow-ups will be honored and status furnished for job orders that meet the following time frames:

- Group A (IPD 01-03) - after 8 days
- Group B (IPD 04-08) - after 10 days
- Group C (IPD 09-15) - after 15 days

E-4-C-13

TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE SECTION II – DIRECT/GENERAL MAINTENANCE SUPPORT) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

d. Time frames for follow-ups will begin when the job order is received by the Maintenance Division.

5. Calibration of Test and Measuring Equipment:

a. Items requiring periodic calibration are identified in TB 43-180, "Calibration Requirements for the Maintenance of Army Material."

b. Calibration of equipment is done by TMDE, Calibration Team, Bldg 2114, telephone 3613.

c. Notification will be sent to each support unit identifying items for calibration services.

d. Safety Inspection and Testing of Lifting Devices: Items requiring load testing in accordance with TB 43-0142 will be submitted to Maintenance Division on DA Form 2407.

6. Modification Work Orders - Submission of Job Orders:

a. Upon receipt of a Department of the Army Modification Work Order, DAMWO, requiring application at the support level, the unit in possession of the equipment of which the DAMWO applies should immediately submit a job order to Maintenance Division requesting application of the MWO. See DA Pam 738-750.

b. If the MWO is applicable to several like items of equipment in the using unit, the Maintenance Division (562-2277) will be called to determine whether a separate job order should be prepared for each item. Normally, a maximum of ten items with the same NSN will be accepted on one job order.

c. The job order will be prepared in accordance with instructions in DA Pam 738-750, and must contain the serial number of each item to be modified. **Failure to list serial number will be cause for rejection of the job order.**

d. The Maintenance Division will accept DA Forms 2407 and return one copy to the requesting organization. Physical delivery of equipment, will not be made until requested by the Maintenance Division.

E-4-C-14

TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE SECTION II – DIRECT/GENERAL MAINTENANCE SUPPORT) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

7. Submission of "The Army Maintenance Management System" (TAMMS) Forms:

a. DA Pam 738-750 establishes requirements for maintenance of equipment records and distribution of pertinent DA Forms generated by equipment users. The Maintenance Division is designed and serves as a Collection Activity as directed.

b. Data on the forms received by the Collection Activity are edited and converted into data disks for processing and distribution to national agencies as prescribed in DA Pam 738-750. It is essential that supported units adhere to the procedures prescribed herein for distribution of all TAMMS forms in order that timely data may be submitted to national agencies for evaluation.

E-4-C-15

**TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE
SECTION III – CANNIBALIZATION POINT) TO APPENDIX 4 (GUIDE FOR
MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX
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Information as to availability of equipment eligible for cannibalization and arrangements to gain access to the Cannibalization Point can be made from 1 230-1600 daily on an individual basis by calling the Maintenance Division, extension 3071.

E-4-C-16

TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE SECTION IV – WARRANTY SERVICE) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. References:

- a. TB 9-2300 Series
- b. AR 700-89
- c. AR 58-1
- d. DA Pam 738-750
- e. AR 702-13

2. All requests for warranty service for tactical and combat vehicles will be processed through Maintenance Division, Warranty Office, Building 4429, Phone 562-4964.

3. All other items supported by Maintenance Division that have manufacturer's warranties will be processed through Maintenance Division. Using units should be aware that equipment covered by contractual warranty may not only include vehicles, but also radios, engineer equipment, etc. and any other items purchased by the government. The following procedures are hereby established:

- a. Upon receipt of newly purchased equipment, the warranty card and related documents will be immediately furnished to Maintenance Division, ATTN: WARCO, Warranty Control Officer.
- b. Should the warranty card or warranty terms not be available to owning units this information should be sought through ICPBO and/or DOC.
- c. Equipment requiring service while under warranty: Service requests will be requested by owning unit through the WARCO Officer, extension 4964.

4. Except as outlined below, the Maintenance Division is the only activity authorized to deal directly with local dealers or vendors.

5. AMSA/ECS Shops have authorization to take their warranty claims directly to local dealers in their area after a telephonic clearance with the WARCO Officer. As warranty service is initiated and upon completion of dealer service, one copy of DA Form 2407 will be forwarded to Maintenance Division.

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**TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE
SECTION IV – WARRANTY SERVICE) TO APPENDIX 4 (GUIDE FOR
MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX
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- a. DA Form 2408-9: The warranty takes effect on the equipment in-service date, as noted on DA Form 2408-9, Block 23, in the logbook.
- b. Equipment that does not require use of DA Form 2408-9 should have a decal or other literature issued with the equipment showing the warranty period.
- c. The DA Form 2408-9 and/or literature should be turned in to the Maintenance Division with the equipment for any warranty claim.

E-4-C-18

**TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE
SECTION V – ARMY OIL ANALYSIS PROGRAM (AOAP) TO APPENDIX 4
(GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO
FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

1. References:

- a. AR 750-22
- b. FD Reg 750-22
- c. DA Pam 738-750
- d. DA Pam 750-5
- e. TB 43-0106
- f. TB 43-0210
- g. TB 43-0211

2. The Installation Army Oil Analysis Program Monitor/Coordinator serves as the primary point of contact for all matters pertaining to the AOAP as follows:

- a. Conducts scheduled staff advisory visits to all units having equipment subject to AOAP sampling requirements, at least once each year, to determine if applicable directives are being compiled.
- b. Provides the unit commander with a copy of AOAP finding within three working days. Conducts follow up visits to units found unsatisfactory within thirty (30) days of the current visit.
- c. Maintain records of the level of participation by each unit.
- d. Provide reports to the command staff activities on the effectiveness of the AOAP.
- e. Inform participating units promptly on procedural changes to the AOAP as they occur.
- f. Forward a current listing of units AOAP Monitors to PP&C Section, Maintenance Division.

**TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE
SECTION V – ARMY OIL ANALYSIS PROGRAM (AOAP) TO APPENDIX 4
(GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO
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g. Input changes to the AOAP 80/80 Listing to the Directorate of Information Management (DOIM), not later than five days after the last workday of the previous month.

h. Distribute current updated AOAP listing to units/organizations not later than the 10th working day of the month.

i. Request logistics support to resolve oil sampling material shortages.

3. Point of contact for the AOAP is PP&C Branch, Building 4429, phone 609-562-2277 or DSN 944-2277.

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TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE SECTION VI – MAINTENANCE SERVICE CONTRACT REQUIREMENTS) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. Those items which cannot be maintained IN-HOUSE will be maintained through a maintenance service contract. Maintenance service contracts are funded and administratively monitored by Maintenance Division.
2. Maintenance service contracts must be specifically requested in writing, annually for each piece of equipment. New equipment data will be submitted immediately upon receipt. Each request will contain the following data and statement.

Type Equipment:
Manufacturer:
Model:
Serial Number:
Location:
Point of Contact: Extension
P.O. Number (under which the item was purchased)
Date of Acquisition:
Warranty Expiration, if applicable:
"I certify this equipment is government-owned"

Additionally, should specific requirements exist such as monthly calibrations, 24 hour emergency service coverage, etc. this information should be included in the request.

3. Upon receipt of all pertinent data Maintenance Division will submit a contractual requirement to DOC or utilize Credit card. DOC in turn will provide Maintenance Division with a purchase order which specifically states the terms and services which are to be provided. It is the mission of the Maintenance Division to ensure each requirement is specifically adhered to both by the vendor and the government. Therefore, it is most important for unauthorized personnel NOT to directly contact the vendor. To do so will result in an unauthorized commitment for which the individual may be financially liable.
4. When service is required follow the below procedure. Contact Maintenance Division at Extension 4461 with the below listed data:

Type:
Manufacturer:
Model:
Serial Number:

E-4-C-21

**TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE
SECTION VI – MAINTENANCE SERVICE CONTRACT REQUIREMENTS) TO
APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E
(LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT
PLANNING PACKET**

Location:

Point of Contact:

Problem: Please be as specific as possible.

5. Items not covered under maintenance service contracts:

a. Supplies are not covered under Maintenance Agreements. Items such as toner, developer, ink, ribbons, etc. are to be obtained through normal supply channels.

b. Damage to equipment due to fire, water, abuse, or neglect are not covered under the normal maintenance agreement. Should you have any doubt as to the nature of damage, request a determination from Maintenance Division.

c. Relocations: Any relocation of equipment will be accomplished at the expense of the owning unit. Equipment under maintenance service contract will not be moved without prior coordination with this office. Relocation or movement of equipment without authorization of Maintenance Division may negate your contract. Relocations of pool tables and like items are not funded by Maintenance Division. Owning unit will request relocation through DOC.

6. Repair of game tables will be requested on a DA Form 2407 to Maintenance Division, Furniture Repair. Clearly state the type of table (e.g. Pool Table, Shuffle Board, etc.), the owning unit location, building number, POC, extension and problem. Each DA 2407 will contain the following statement, "I certify this is government-owned equipment" and will be signed by the Hand Receipt Holder or Commanding Officer.

7. Turn-ins, change of location, POC, etc. must be reported to Maintenance Division immediately. To cancel an item from contract requires 30 day termination notice to vendor. This results in a 30 day delay from receipt of notification from owning unit. Cost effectiveness depends upon prompt notification.

8. Request for Maintenance Service Contracts for ADP Equipment will be submitted directly to DOIM.

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**TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE
SECTION VII– MATERIAL HANDLING EQUIPMENT (MHE)) TO APPENDIX
4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO
FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING**

1. All activities having MHE equipment and organizational maintenance capabilities, shall perform organizational maintenance prior to submitting equipment to the MHE Shop for DS/GS Support.
2. All activities having MHE equipment and no organizational maintenance capability shall perform operator maintenance before submitting the equipment to the MHE Shop for repair. MHE Shop will inspect and perform all organizational and DS/GS Maintenance required.
3. Equipment submitted for maintenance shall meet the following criteria. DA Form 2407, Maintenance Request, properly filled out with priority, signature, POC, telephone number and logbook.
4. Equipment that is gas or diesel operated shall have 1/2 tank of fuel.
5. Engine oil, transmission and radiator coolant shall be filled to proper levels.
6. If equipment is electrically powered, battery shall be fully charged.

GENERAL:

7. Direct/General Support Maintenance is available to authorized units or organizations on written request by submitting DA Form 2407, Maintenance Request.
8. Job orders will normally be accepted by the MHE Shop, Monday through Friday, 0745-1600 hours, excluding holidays. They will be prepared and submitted as outlined in DA Pam 738-750.
9. Dispatch of MHE equipment will be Monday through Thursday, 0745-1130 by prearranged schedule.
10. Scheduled maintenance will be performed on a prearranged schedule following Technical Manual specifications for each piece of equipment. The MHE Shop will provide transport of equipment for this purpose.

TAB C (EXTERNAL SOP FOR DIRECT/GENERAL SUPPORT MAINTENANCE SECTION VIII– WEAPONS RANGE SUPPORT AND TRANSPORTATION OF WEAPONS) TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING

1. The Weapons Repair Team for Maintenance Division will report to the Range Headquarters approximately 0830 hours every day that the ranges are in use. Lunch period for the weapons repair personnel is 1145-1230 hours. They will depart the range at approximately 1530 hours to return to the main shop to turn in the necessary paperwork completed that day and to pick up repair parts required for the next days work.
2. It is the responsibility of the Range Headquarters to dispatch the repair team to the ranges that require support. To preclude any misunderstandings, when Range Headquarters receives a call from the range to dispatch the truck for repairs, they should inform the Range OIC or NCOIC that the truck is currently working at another range and it may be some time before they will be able arrive at their range to support them.
3. When there is a requirement for range support on non-duty days or after normal duty hours a written request stating the date and the ranges to be supported will be submitted to Maintenance Division, a minimum of three work days before the required date of the support. This memorandum will have a full justification on why the support is needed and the impact it will have on training if the support is disapproved.
4. Transporting of Weapons:
 - a. Reference Fort Dix Supplement #1 to AR 190-11.
 - b. Units supported by DOL Maintenance Division located at Fort Dix, New Jersey must comply with Paragraph 5k (1) (2) (3) when turning in or picking up weapons from the Maintenance Division repair facilities.
 - c. Provost Marshal will be notified of organizations delivering weapons to Maintenance Division that do not comply with referenced regulation.
 - d. Organizations picking up repaired weapons that do not comply with referenced regulation will not be permitted to remove their weapons from the Maintenance Division repair facility.

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TAB D (CHANGES TO DA FORM 2407) FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET TO APPENDIX 4 (GUIDE FOR MAINTENANCE SUPPORT) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING

1. Due to the Maintenance Information Management System utilized in the DOL Maintenance Division, the following information is required on the new DA 2407 as indicated:

- a. Section 11, block 3c, should read; (609) 562-2277 or DSN 944-2277. Block 4a, should read; W1DCAA. Block 4b, should read; DOL Maintenance Division, Fort Dix, NJ.
- b. Section 111, Block 8; after model entry please enter LIN# of equipment. Block 25, Unit APC, and DODAAC.

2. All other entries should be made in accordance with DA PAM 738-750.

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**APPENDIX 5 (A/DACG AND MARSHALLING AREA) TO ANNEX E
(LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT
PLANNING PACKET**

1. PURPOSE. This appendix provides guidance to mobilize units who have been designated for deployment by air or sea. The information provided will assist those commanders to prepare their units administrative, logistical and maintenance requirements prior to unit shipment.
2. CONTENT. This appendix contains a list of Responsibilities of Deploying-Transported Units, the Marshalling Area Plan and the Responsibilities of the Planeload Commander.

TABS

- A - Responsibility of Deploying-Transported Units
- B - Marshalling Area Responsibilities
- C - Responsibilities of the Planeload Commander

**TAB A (RESPONSIBILITY OF DEPLOYING TRANSPORTED UNITS) TO
APPENDIX 5 (A/DACG AND MARSHALLING AREA) TO ANNEX E
(LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT
PLANNING PACKET**

1. Responsibilities of deploying units are contained in FM 55-12. This tab will not repeat those responsibilities, but will list changes and refinements as applicable to Arrival/Departure Airfield Control Group (A/DACG) operations at Fort Dix and McGuire Air Force Base, New Jersey.

2. During the planning phase and upon receipt of mission directive to deploy from Fort Dix/McGuire Air Force Base, the following additional coordinations by unit commanders are necessary. MACOM transportation staff agencies (ITO's, etc.) will ensure that the following is accomplished.

a. Coordination should be affected between Unit Movement Officer (UMO) Fort Dix A/DACG to finalize specific aircraft load plans and prepare passenger-cargo manifest.

b. The Fort Dix A/DACG will designate a planeload commander for each aircraft. Duties of the planeload commander are stated in FM 55-12, Chapter 3, and this enclosure. An assistant planeload commander is recommended when.

(1) The load consists of equipment with operators plus additional personnel.

(2) The planeload is assembled in more than one area for final preparations, inspections, and briefings.

c. Identify and request through S4 channels, shoring requirements.

3. Manifests for both passengers and cargo must be completed by the user prior to delivering loads to the alert holding area.

a. The forms which are acceptable for use in manifesting cargo and passenger PAX) are.

(1) Preferred Forms – AF Form 96 – Passenger Manifest

(2) Alternate Forms –

(a) AF Form 96, Passenger Manifest

(b) DD Form 1385, Cargo Manifest.

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**TAB A (RESPONSIBILITY OF DEPLOYING TRANSPORTED UNITS) TO
APPENDIX 5 (A/DACG AND MARSHALLING AREA) TO ANNEX E
(LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT
PLANNING PACKET**

(c) Automated formats may also be used for passenger manifests. Such formats must include the same data the above forms require.

b. Units which are notified that they will be transported via Civil Reserve Air Fleet (CRAF) aircraft (civilian aircraft, e.g., DC-10) should contact the A/DACG for assistance in completing necessary forms.

c. Instructions for preparing AF Form 96 –

- (1) "Nonrevenue" box will be checked.
- (2) Items 1-7 - Enter "AMC" in item 1. Leave items 2-7 blank.
- (3) Enter name, grade, SSAN, baggage data and pax weight as applicable.
- (4) Note planeload command by "*".
- (5) Item 9 - Enter date and prepare data.

d. Instructions for preparing DD Form 1385 –

(1) The following entries will be made in the "Air" line of the plane (if known), destination and mission data.

(2) In the body of the manifest, the following data should be entered as indicated –

(a) VEH TRL-CNT NO. Enter abbreviated nomenclature of item (i.e., 1/4 ton trk, PT, etc.).

(b) TCN. Enter identifying vehicle serial or bumper numbers.

(c) REMARKS. Enter dimensions of item as well as any special handling remarks.

(d) PIECES, WT, CUBE. Self-explanatory.

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**TAB A (RESPONSIBILITY OF DEPLOYING TRANSPORTED UNITS) TO
APPENDIX 5 (A/DACG AND MARSHALLING AREA) TO ANNEX E
(LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT
PLANNING PACKET**

e. Guidance for use of manifests –

(1) AF Form 96 should be used only when the above forms are not available or when passengers are being moved without cargo. DD Form 1385 will be used for cargo when the above forms are not available.

(2) The reverse side of the DD and AMC forms may be locally reproduced to make a two-sided passenger manifest capable of listing 62 names. These may then be used for all pax flights.

f. Baggage, individual equipment, and individual weapons accompanying a passenger are not considered cargo by AMC, therefore do not require manifesting. However, the weights of this material must be calculated and forwarded to A/DACG-ALCE (Airlift Control Element) so that the aircraft loadmaster can balance the aircraft.

g. Manifest will be prepared in nine (9) copies by the unit to be distributed as follows-

- 7 - A/DACG (Origin)
- 1 - Tanker Airlift Control Element
- 1 - Planeload Commander

4. All cargo will be properly prepared for air movements IAW applicable directives prior to arriving at the alert holding area. All cargo will be inspected by A/DACG-ALCE at the alert holding area and any cargo determined not ready for shipment will be rejected from its chalk. Unit will then be responsible for correcting deficiencies so that cargo may be manifested. It is important that unit commanders properly prepare cargo the first time in order to avoid serious delay in the movement schedule.

a. Preparation instructions for cargo will be found in applicable equipment TMs. General guidance for cargo preparation is provided as indicated below.

- (1) Vehicles and skid-mounted equipment (see enclosure 1, this tab).
- (2) Palletized loads (see enclosure 2, this tab).
- (3) Vehicle safety in air loading operations (see enclosure 3, this tab).

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**TAB A (RESPONSIBILITY OF DEPLOYING TRANSPORTED UNITS) TO
APPENDIX 5 (A/DACG AND MARSHALLING AREA) TO ANNEX E
(LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT
PLANNING PACKET**

(a) Units will prepare all such cargo for shipment IAW instructions found in applicable paragraphs of TM 38-250.

(b) Organization or command staff transportation officers as well as supporting ALOs will be able to provide on-site technical assistance to deploying units in cargo preparation.

(4) Methods for computing Center of Balance (CB) are given in FM 55-12, Appendix G.

b. Questions concerning cargo preparation should be directed to supporting staff transportation officers, ALOs, A/DACG, or ALCE.

ENCLOSURES:

- 1 - Vehicles and Skid-Mounted Equipment
- 2 - Palletized Loads
- 3 - Vehicle Safety in Air Loading Operations

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ENCLOSURE 1 (VEHICLES AND SKID-MOUNTED EQUIPMENT) TAB A
(RESPONSIBILITY OF DEPLOYING TRANSPORTED UNITS) TO APPENDIX
5 (A/DACG AND MARSHALLING AREA) TO ANNEX E (LOGISTICS) TO
FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. The following checklist has been prepared to aid all services in preparation of vehicles and loads for shipment aboard military aircraft, and does not relieve the user of responsibilities for appropriate vehicle-equipment and cargo preparations contained in FM 55-9, T 38-250, and the appropriate T-10 series.

- a. All brakes checked (include parking brake).
- b. Transmission and 4-wheel drive checked.
- c. Engine running properly.
- d. Check engine and systems for fuel, water, and oil leaks (vehicle must be free from all fluid leaks).
- e. Check vehicle for cleanliness.
 - (1) Dirt and mud removed.
 - (2) Oil and fuel soiled rags removed.
 - (3) Insects and all foreign matter removed.
- f. All mirrors which extend past the body of the vehicle must be folded in.
- g. Fuel tanks checked on all vehicles.
 - (1) Not more than 3/4 full (recommended 1/2 full).
 - (2) Ramp mounted vehicle not more than 1/2 full.
- h. Antennas down and secured.
- i. Center of balance marked with tape at exact location of body of each item to be loaded (both sides).
 - (1) Minimum width of tape 1 inch.
 - (2) Minimum length of tape 3 inches.

ENCLOSURE 1 (VEHICLES AND SKID-MOUNTED EQUIPMENT) TAB A
(RESPONSIBILITY OF DEPLOYING TRANSPORTED UNITS) TO APPENDIX
5 (A/DACG AND MARSHALLING AREA) TO ANNEX E (LOGISTICS) TO
FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

(3) Form a "T" with tape, on vertical piece print "CB" and on horizontal piece, print total vehicle weight.

j. Indicate axle weights over each axle and tandem axle with masking tape and grease pencil.

k. Clean and secure battery and battery cable. Place rubber protective covering or masking tape over positive post and connector before loading.

l. Secure loads in vehicles.

(1) Rope, manila (1/2 inch minimum).

(2) Metal banding (3/4 inch minimum).

(3) Loads properly tied down to prohibit side, forward, aft, lateral and upward movement.

(4) M880 series vehicles must be equipped with a tiedown modification kit on a commo shelter tiedown kit. (Cargo tiedown kit, air transportation, Part #1225980, NSN #2540-01-060-7173).

m. 5-Gallon Cans.

(1) Good closure gasket (must prevent leaks).

(2) Filled to manufacturers seam or 1 inch below filler cap.

(3) Clean and no liquid spilled on storage bracket.

n. All pintle hooks will have safety pins. When towed load is attached, pull "T" handle to check safety pin installation.

o. All dangerous cargo marked, identified and certified, IAW TM 38-250, chapter 13.

p. Dangerous cargo vehicles segregated IAW TM 38-250 (if required).

**ENCLOSURE 1 (VEHICLES AND SKID-MOUNTED EQUIPMENT) TAB A
(RESPONSIBILITY OF DEPLOYING TRANSPORTED UNITS) TO APPENDIX
5 (A/DACG AND MARSHALLING AREA) TO ANNEX E (LOGISTICS) TO
FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

- q. Barbed or concertina wire covered or padded to prevent injury.
- r. All fuel tanks and pumping equipment on tankers drained and purged.
 - (1) Tanks and pumping equipment physically checked for fuel or fumes.
 - (2) DD Form 1387-2 attached.
- s. All water trailers and tankers drained.
- t. Shoring blocks (12" x 12" x 12") available for trailer tongues.
- u. All vehicles and trailers in excess of 5/4 ton will have bows removed. Bows will be placed in the vehicle bed, covered with canvas top and secured.
- v. Check generator trailers to ensure that mountings are secure. Generators will be drained. (NOTE: Should it be necessary to tie down the generator trailer tongue to the aircraft floor, fuel tanks will be drained.)
- w. All tracked vehicles must have sufficient amount of shoring on each track to facilitate movement onto and out of aircraft, minimum of 3/4" thick.
- x. Using units must provide all shoring and load spreader blocks for each type of vehicle to be airlifted. Shoring and load spreading blocks should be obtained from RDPW.

NOTE: Any of the above requirements may be waived according to the published operations order or operations plan for the airlift mission.

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**ENCLOSURE 2 (PALLETIZED LOADS) TAB A (RESPONSIBILITY OF
DEPLOYING TRANSPORTED UNITS) TO APPENDIX 5 (A/DACG AND
MARSHALLING AREA) TO ANNEX E (LOGISTICS) TO FORT DIX
MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

1. All cargo not vehicular mounted will be palletized on USAF 463L pallets for loading into USAF transport aircraft.
2. Units Commanders can obtain assistance in proper palletizing methods and techniques from the following sources.
 - a. Unit Movement Officer/NCO.
 - b. Supporting staff transportation officer.
 - c. DOL.
 - d. Supporting ALOs.
 - e. Supporting ALCE personnel when available.
3. The following guidance is provided in the preparation of pallet loads.
 - a. Maximum gross weights of pallets: 10,000 lbs.
 - b. Maximum height of loaded pallets: 96 inches for pallet positions in main cabine, less on ramp.
 - c. Unit must provide proper dunnage to be kept under pallet at all time. Proper procedure is to place 3-point shoring (4"x4"x72" rails) under each pallet in order to keep pallets from bending or warping.
 - d. Care must be taken to prevent damage to these pallets. Any damaged pallet should be brought to the attention of ADACG or ALCE personnel immediately.
 - e. Only 10,000 lbs RT forklift (or 6,000 lbs forklift) with 72" fork extensions will be used to lift 463L pallets.
 - f. Cargo must be secured to pallets by cargo net, chains, or nylon straps. Nets will be used for loads consisting of any small items (baggage, TAT boxes, footlockers, etc.) while chains or straps will be used for loads consisting of large single items.

**ENCLOSURE 2 (PALLETIZED LOADS) TAB A (RESPONSIBILITY OF
DEPLOYING TRANSPORTED UNITS) TO APPENDIX 5 (A/DACG AND
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g. Heavy plastic must be placed over each load prior to applying nets in order to protect load from the elements.

h. When using nets, two type are used on each pallet. Side (green or brown) and top (yellow). In most cases, two side nets and one top net are used for each pallet.

i. After pallet loading is complete, the gross weight must be determined. Load should always be prepared as symmetrically as possible, with the heaviest items in the center and the remainder of load centered about them.

j. ALCE and A/DACG will prepare and place pallet identifier card (AMC form 329 and 329A) on final accepted pallet loads.

**ENCLOSURE 3 (VEHICLE SAFETY IN AIR LOADING OPERATIONS) TAB A
(RESPONSIBILITY OF DEPLOYING TRANSPORTED UNITS) TO APPENDIX
5 (A/DACG AND MARSHALLING AREA) TO ANNEX E (LOGISTICS) TO
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1. All vehicles and equipment will be inspected in the marshalling area for proper fuel levels and mechanical defects using DD Form 2133 as the primary guide.
2. No vehicle will be driven under any part of the aircraft.
3. Chocks will be used to the front and rear of one wheel of any vehicle stalled or otherwise stopped on an aircraft loading ramp.
4. Maximum speed for all vehicles within 50 feet of any aircraft will be five (5) miles per hour (MPH).
5. All unattended vehicles will have the engine shut down, gear positioned in neutral or park, and the hand break set. Keys must be left in ignition of unattended vehicles.
6. No vehicle other than those unloading or offloading will be driven directly towards or parked closer than 25 feet from an aircraft.
7. Vehicles will not be backed in the vicinity of the aircraft without a walking guide observing clearance for the driver.
8. Only one person will provide signal guidance from vehicle operations while vehicles are onloading or offloading from the aircraft. Vehicle drivers and equipment operators will follow the instructions of the individual designated by the primary loadmaster while unloading and offloading the aircraft.
9. All vehicle and equipment guides will follow instructions given by loadmaster or ADACG personnel.
10. All safety chains and pintle hooks or pins will be installed on vehicles towing trailers.
11. Vehicles on the cargo floor will not be left unattended until a minimum of two chains is secured to provide one forward and one aft restraint.
12. General Safety Considerations.
 - a. There will be no smoking on the aircraft parking ramp except in designated smoking zones.

**ENCLOSURE 3 (VEHICLE SAFETY IN AIR LOADING OPERATIONS) TAB A
(RESPONSIBILITY OF DEPLOYING TRANSPORTED UNITS) TO APPENDIX
5 (A/DACG AND MARSHALLING AREA) TO ANNEX E (LOGISTICS) TO
FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

- b. Personnel will not sit or lie on ramp, under vehicles, aircraft, or equipment.
- c. Rings or watches should not be worn by members of loading and offloading teams.
- d. TA-50 should not be worn by loading and offloading teams.
- e. No headgear should be worn by loading and offloading teams.
- f. No equipment such as tie-down chains, chocks, wrenches, etc., will be thrown about the aircraft.
- g. No equipment will be positioned for all powered equipment used in conjunction with an aircraft.

13. Special C-5 Safety Considerations.

- a. When jet engines are running, personnel and equipment must not approach within 50 feet of an engine intake nor within 200 feet in the blast area to the rear.
- b. Noise levels in and around the C-5 cargo compartment make use of ear protection mandatory during operations of engines or aircraft auxiliary power equipment.
- c. All loose equipment such as chocks, planking, maintenance stands, etc., must be removed from any area that will be effected by blast from aircraft moving out from a parking position. Wind blast velocities at 200 feet will approximate 79 MPH.
- d. Fire bottles are available along the side walls of the C-5 cargo compartment should they be needed.
- e. Care must be used in movement around open doors and hatches and on the loading ramp of the cargo compartment, cargo floor level in an unkneeled position is nine feet above ground level.

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TAB B (MARSHALLING AREA RESPONSIBILITIES) TO APPENDIX 5
(A/DACG AND MARSHALLING AREA) TO ANNEX E (LOGISTICS) TO FORT
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1. SITUATION. Fort Dix will provide PSA and marshalling area support as required by FORSCOM Reg 500-3-2 and FORSCOM Regulation 55-1.

2. MISSION. The mission of the Marshalling Area (MA) is to coordinate and control the movement of unit equipment (and, to a lesser degree - personnel) into Sea Ports of Debarkation (SPOE/D).

3. CONCEPT OF OPERATION.

a. Generally, the establishment of the Marshalling Area Control Activity with Port Support Activity (PSA), will occur in three phases based on workloads at the various SPOE's.

(1) Phase I - Routine operations. Port Commander will request support from Fort Dix as required. For example, support for Joint Force or deployment under a PSRC.

(2) Phase II - Fort Dix will augment a PSA within the designated SPOE/D.

(3) Phase III - Normally will occur at partial mobilization. Fort Dix will establish a Marshalling Area Control Activity to support MTMC operations. The PSA is part of the Marshalling Area Control Activity and remains OPCON to 842 TC Bn. The Marshalling Area Control Activity will establish PSA's and/or submarshalling area as required.

b. Upon mobilization, the following USAR units designated to MTMC will report arrival at their MOB sites to the installation listed below. The reporting installation will prepare an ODEE transaction.

USAR Unit	Installation	Home Station	Mob Station	Coordinating
1174 TTB		Baltimore, MD	Newark/Elizabeth	Ft Dix
1179 DSB		Ft Hamilton, NY	Bayonne, NJ	Ft Dix

The Transportation Terminal Bde/Bn (TTB's) will be activated to increase port handling capabilities to accommodate workload requirements slated in JSCP or as adjusted based upon the contingency involved. Facilities selected for activation are to be in those port

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TAB B (MARSHALLING AREA RESPONSIBILITIES) TO APPENDIX 5
(A/DACG AND MARSHALLING AREA) TO ANNEX E (LOGISTICS) TO FORT
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areas which can best meet workload and traffic flow patterns, while providing necessary dispersion of port terminal operations. The Deployment Control Units (DCU's) will be activated to accommodate the increased mobilization workloads and to instruct and render guidance to deploying units on required procedures and documentation for acquisition of commercial lift for unit equipment.

4. RESPONSIBILITIES, PER MEMORANDUM OF UNDERSTANDING.

a. The Port Commander will provide –

- (1) Operational control of the PSA.
- (2) A liaison officer to the PSA.
- (3) Billeting.
- (4) Communications.
- (5) Administrative Support to consist of work areas and office equipment.

b. The Installation Commander, Fort Dix, will –

- (1) Provide augmentation support to the PSA.
- (2) Provide, through the PSA, logistical support of unit equipment deploying at the Port of Bayonne and New York to include vehicle repair support; aviation support including aircraft fly-in, traffic control, defueling, disassembly, and repair; and necessary repair parts for a 24 hour schedule of operation.
- (3) Augment the PSA, when it is operating 24 hours a day, with not less than the following –
 - (a) Two (2) Officer.
 - (b) Three (3) E-7 Maintenance NCO's/Drivers.
 - (c) Seven (7) E-5 Track Vehicle Mechanics/Drivers.

TAB B (MARSHALLING AREA RESPONSIBILITIES) TO APPENDIX 5
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(d) Nine (9) E-5 Auto Mechanics/Drivers.

(e) Two (2) Utility Vehicles.

(f) One (1) Wrecker.

(g) One (1) Combat Truck.

5. COORDINATING INSTRUCTIONS.

a. Under each of these phases, the Supporting Installation will coordinate the required support for unit movement.

b. Types of support provided to military convoys by Marshalling Area Control Activity in the vicinity of the port are –

(1) Coordination and control.

(2) Billeting.

(3) Messing.

(4) Vehicle wash facilities.

(5) Parking.

(6) Fueling.

(7) Emergency repair and evacuation of vehicles.

(8) Local transportation.

(9) Transportation back to Supporting Installation (by exception).

(10) Emergency medical care.

(11) Inspect/correct internal blocking and bracing of vehicle loads.

(12) Equipment operators.

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TAB B (MARSHALLING AREA RESPONSIBILITIES) TO APPENDIX 5
(A/DACG AND MARSHALLING AREA) TO ANNEX E (LOGISTICS) TO FORT
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- (13) Communication.
- c. PSA functions may include but are not limited to the following –
 - (1) Perform emergency maintenance and provide repair parts as required.
 - (2) Final correction of POM deficiencies.
 - (3) Operate unique unit equipment.
 - (4) Aircraft fly-in -
 - (a) Traffic control.
 - (b) Fire protection.
 - (c) Defuel.
 - (d) Disassembly.
- d. Plan for and execute the support mission for Howland Hook which will be coordinated.
- e. Unit responsibilities may include but will not be limited to the following –
 - (1) Clean Vehicles. Prior to loading all vehicles, cargo must be cleaned of all foreign matter. This includes mud, insects, oil, grease, etc.
 - (2) Condition of Vehicles. A preventive maintenance service should be performed prior to the actual loading insuring that all brakes function properly (no oil or fuel leaks, tighten all gas, oil and battery filler caps).
 - (3) Vehicle Preparation: Shall include the fold back mirrors, and remove antennas.
 - (4) Vehicle Identification. obtain "Bar Code" label from the Installation Transportation Office (ITO) Fort Dix for vehicle identification. Three per vehicle.

TAB B (MARSHALLING AREA RESPONSIBILITIES) TO APPENDIX 5
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(5) Dangerous Materials. Dangerous materials will be packaged and marked for identification in accordance with TM 38-760.

(6) Miscellaneous Instructions. Obtain further preparation instruction from FORSCOM Regulation 55-1 and PSA personnel.

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**TAB C (RESPONSIBILITIES OF THE PLANELOAD COMMANDER) TO
APPENDIX 5 (A/DACG AND MARSHALLING AREA) TO ANNEX E
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1. Be present at the passenger briefing for the flight.
2. Is responsible for complete accountability of all passengers listed for movement on the flight and make sure that all are informed of formations, expected departure, and reporting time.
3. Be readily available to the /ADACG at all times. Personnel will not be dismissed without the approval of the A/DACG.
4. Check roll prior to reporting for loading to make sure everyone is present for flight. Report no-show passengers to the A/DACG so that standby passengers may be selected to complete the load.

NOTE: Coordinate time for roll check with A/DACG.

5. Make sure that each person has placed his or her baggage on the proper vehicle for transport to the aircraft.
6. Check the loading of passengers to make sure that each individual appearing on the manifest is loaded aboard the aircraft.
7. Maintain planeload-troop commander's itinerary.
8. Brief all passengers on maintaining security of their personal belongings and make sure that any passenger removed from a flight has his or her baggage removed with him or her. Keep one copy of manifest for deploying unit's records and send one copy to the ADACG.
9. Collect all clips and ammunition, keep them in custody during flight, and reissue them as required enroute to or at destination.
10. Maintain in-flight discipline of all passengers and make sure they comply with all restrictions, i.e., smoking, etc.
11. If in-flight rations are issued, control the issue to troops.
12. Help maintain a clean and safe condition in the aircraft.

**TAB C (RESPONSIBILITIES OF THE PLANELOAD COMMANDER) TO
APPENDIX 5 (A/DACG AND MARSHALLING AREA) TO ANNEX E
(LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT
PLANNING PACKET**

13. At enroute stations, determine ground time from the loadmaster and take positive action to ensure that all passengers are present to meet flight departure times. Know which passengers will be offloaded should it become necessary to take such action at an enroute station. If passengers are offloaded, or other personnel are added to the manifest at an intermediate stop, notify the departure airfield by operational immediate message. Any change to the manifest will be explained in the "reason" portion of the form, with the reason for the change. The final destination is classified.

14. Brief passengers on load restrictions and conduct at enroute stops. Some stations may at times, restrict passengers to the base area because of local conditions. The ALCE representative meeting the aircraft will inform you of the pertinent local conditions.

15. Where weather causes landing at off route bases, help the aircraft commander to get billeting and food for aircraft passengers if required.

16. Upon arrival at destination, maintain an orderly dispatch of the passengers and determine whether or not they are needed to assist with the offloading of baggage and cargo.

17. During enroute servicing stops, designate a guard for personal effects or other equipment that must remain in the cabin of the aircraft. If necessary, use two individuals to perform guard duty on an alternate basis. If enroute, military bases do not arrange to provide hot meals for the security guards, then ask the base to provide acceptable security. Arrange for security coverage through base facilities when unusually long delays are encountered.

APPENDIX 6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS)
TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. PURPOSE. This appendix provides information on the preparation of transportation documentation for mobilizing units to include requests for convoy clearance, commercial transportation, and domestic freight routing.
2. CONTENT. This appendix contains five tabs.

TABS:

- A - Questions/Answers/Information Concerning the Initial Mobilization Station Activities Checklist
- B - Request for Commercial Transportation
- C - Domestic Freight Routing Request
- D - Points of Contact for DOL
- E - Convoy Clearance and DD Form 1265, Request for Convoy Clearance
- F - Information Paper - Special Storage and Shipment of Personal Property

**TAB A (QUESTIONS/ANSWERS/INFORMATION CONCERNING THE
INITIAL MOBILIZATION STATION ACTIVITIES CHECKLIST) TO
APPENDIX 6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS)
TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

1. PURPOSE. To facilitate coordination required prior to mobilization.
2. GENERAL. The questions in this appendix are taken from FORMDEPS (FORSCOM Regulation 500-3-3, RCUCH). Answers are provided where the question addresses a general subject that applies to all units. Where an answer requires specific information that is unit peculiar, a POC has been provided.

SECTION I - ADMINISTRATION COORDINATION

a. **WHO ARE THE MAJOR POCs FOR MOBILIZATION?** Listed below are the POCs for coordination prior to mobilization. (Telephone information: DSN 944; commercial area code: 609; commercial prefix 562).

<u>ACTIVITY</u>	<u>PHONE NUMBER</u>
Mobilization	2792
Security, FPD	2153
TSC	6153/3448/4988
Military Personnel Directorate/AG	2652
Defense Accounting Support Activity (DASA-IN)	4183/5269
Director of Contracting (DOC)	4252/2093
Director of Logistics (DOL)	3151
Transportation, DOL	5154
Supply, DOL	2368/5554
Staff Judge Advocate (SJA)	2455
Staff Duty Officer (Call the Military Police Desk)	6001/2645
After Duty Hours	2645
RG Dix	5943-4164
Red Cross	2258
Engineering and Housing, DPW	3690/4954/5593
Public Affairs Office	4034
Inspector General	4001
Information Management, DOIM	4018
Chaplain Office	5751
Director of Human Resource Management (DHRM)	2998
Combat Readiness Division (CRD)	2001/2002/2003
Operator Assistance	

TAB A (QUESTIONS/ANSWERS/INFORMATION CONCERNING THE INITIAL MOBILIZATION STATION ACTIVITIES CHECKLIST) TO APPENDIX 6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

Publications/Blank Forms	5144
Provost Marshal Office	3094
Emergency Operations Center (EOC)	6954/4851
Troop Medical Clinic	6733
Budget Branch, DRM (Fund Citations)	2633/3866
Management and Manpower Division, DRM (Permanent Orders)	3156/5551

b. **WHEN DOES MY UNIT PROCESS?** Unit Advance parties will submit the units billeting requirements for the Advance, Main, Trail parties. The lists will include total number of troops in each party, and be broken down for each party as follows:

	<u>Male</u>	<u>Female</u>
E1 to E4		
E5 to E6		
E7 to E8		
E9		
01 to 03		
04 to 06		
07 and above		

It can be expected that this billet requirement will be cross-referenced with SIDPERS information as required. The unit advance party will be provided an SRP schedule at the RCC.

c. **WHEN WILL I MEET THE SIDPERS INTERFACE BRANCH (SIB) TO DISCUSS THE TRANSITIONING OF THE UNIT PERSONNEL FROM RC TO AC?** The advance party will meet the SIB during the inprocessing at the Reception Control Center (RCC).

d. **WHAT IS THE SICK CALL SCHEDULE?** Sick call schedules will be provided to the advance party at the RCC.

e. **WHAT ADDITIONAL DUTY ASSIGNMENTS MUST BE MADE WITHIN THE UNIT?** Units will, upon arrival of the advance party, schedule a Charge of Quarters (CQ) to facilitate 24 hour communication while in garrison. A safety officer, mail clerk, and a public affairs representative are also required.

E-6-A-2

**TAB A (QUESTIONS/ANSWERS/INFORMATION CONCERNING THE
INITIAL MOBILIZATION STATION ACTIVITIES CHECKLIST) TO
APPENDIX 6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS)
TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

f. **WHERE DO I PICK UP UNIT MAIL?** Unit advance party will coordinate pick up of unit mail with installation postal services.

g. **DO I HAVE ADEQUATE TELEPHONE, FACSIMILE AND DSN/WATS SERVICE? IF NOT, WHERE DO I GET IT?** Phone service is provided in most facilities. Coordination for additional service will be made through the Director of Information Management (DOIM) representative.

h. **WHERE DO I REGISTER MY PRIVATELY OWNED WEAPONS?** Privately owned weapons ARE NOT ALLOWED at the MS.

i. **CAN I BRING MY PRIVATELY OWNED VEHICLE TO THE MOBILIZATION STATION?** Privately owned vehicles (POVs) ARE NOT ALLOWED at the MS.

j. **HOW DO I ARRANGE FOR A PARTIAL PAY FOR MY SOLDIERS?** Each soldier shall receive a partial pay during inprocessing. The dollar amount will be determined by the Defense Accounting Supporting Activity (DASA), Indianapolis, IN.

k. **ARE LEGAL SERVICES PROVIDED DURING SOLDIER READINESS PROCESSING?** Only a minimal amount of Powers of Attorney and wills can be provided. It is essential that thorough legal preparation be conducted at home station before mobilization.

SECTION II - OPERATIONS COORDINATION

a. **WHERE IS THE INSTALLATION DIRECTOR FOR FORCE PROJECTION (FPD) LOCATED?** Building 5435, extension 3011.

b. **TO WHOM DO I REPORT THAT I HAVE ARRIVED?** Advance party and main body will immediately report to the RCC, Building 5633.

c. **TO WHOM AM I ATTACHED/ASSIGNED?** Upon arrival at Fort Dix, all units come under the command and control of the installation/MS Commander, except GOCOM.

TAB A (QUESTIONS/ANSWERS/INFORMATION CONCERNING THE INITIAL MOBILIZATION STATION ACTIVITIES CHECKLIST) TO APPENDIX 6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

d. **WHERE ARE UNIT TRAINING AIDS?** Most training aids can be requisitioned through the Training Support Center (TSC), extension 6153/3448, location, Building 5411, Alabama Ave. Training aid requirements will be identified on the unit PTSR.

e. **WHEN DO I DEPLOY?** Unit deployment will be IAW deployment plans in support of Time Phased Force Deployment Data (TPFDD). Actual deployment will be on order of the Commander, MS.

f. **WHEN AND WHERE DO I START SOLDIER READINESS PROCESSING?** Soldier Readiness Processing (SRP) begins upon arrival of the advance party with the initial assessment of a unit's personnel, logistics, and training status. This will be accomplished at the RCC, Building 5633.

g. **WHERE DO I OBTAIN COPIES OF APPLICABLE STANDARD OPERATING PROCEDURES (SOPs)?** Required SOPs will be distributed to mobilizing units' advance parties during inprocessing at the RCC.

h. **WHERE DO I SUBMIT THE UNIT STATUS REPORT (DA FORM 2715)?** A complete and updated USR will be submitted by the advance party at the RCC immediately upon arrival IAW AR 220-1.

i. **WHERE DO I SUBMIT MATERIAL CONDITION STATUS REPORT (DA FORM 2406)** DA Form 2406 will be submitted by the advance party at the RCC. The 2406 should be prepared for a 24 hour period after the alert but before the advance party leaves for the MS.

j. **WHO DO I CONTACT TO ENSURE AN APPROVED ARMS ROOM IS AVAILABLE UPON MY ARRIVAL?** Call the Reserve Billeting Branch of RDPW, extension 4849/3377.

SECTION III - LOGISTIC COORDINATION

a. **WHERE IS THE MAINTENANCE FACILITY?** DOL Maintenance Facility is located in Building 4429, Texas Ave, extension 2264/4461.

b. **WHERE ARE THE BILLETS AND DINING FACILITY?** Assigned to advance party at the RCC. Present plans call for all personnel to be housed in available permanent construction, house trailers or shelter halves.

E-6-A-4

**TAB A (QUESTIONS/ANSWERS/INFORMATION CONCERNING THE
INITIAL MOBILIZATION STATION ACTIVITIES CHECKLIST) TO
APPENDIX 6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS)
TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

c. **WHERE IS THE MOTOR POOL/VEHICLE PARKING AREA?** Assigned to advance party at the RCC. Mobilized personnel will not be authorized to bring POVs on the installation.

d. **WHERE AND WHEN DO I SET UP MY INSTALLATION PROPERTY BOOK?** The advance party will set up the hand receipt for installation property at the RCC.

e. **WHERE IS:**

<u>ACTIVITY</u>	<u>BLDG</u>	<u>PHONE</u>
Self Service Center	3104	3059
Central Issue Facility	3130	6470
Clothing Sales Store	3650	5948
Ammunition Supply Point	3121	3850

f. **WHERE AND WHEN CAN I SET UP MY ACCOUNTS?**

(1) Classes I-I and Self Service will be established by the advance party.

(2) Establish an account through the Directorate of Contracting (DOC), to use the International Merchant Purchase Authorization Card (IMPAC). This is a government-wide commercial credit card (VISA) that will allow class "A" Agents to purchase the types of items (supplies and service) specified in FORMDEPS and Part 13 of the Federal Acquisition Regulation (FAR).

g. **WHERE DO I COORDINATE ON-POST TRANSPORTATION REQUIREMENTS?** The advance party will bring requirements for on-post transportation (nontactical vehicles only) at the RCC. Priority will be to units which have shipped their equipment to the SPOE. Units will bring their admin vehicles to the MS.

h. **IS MY AMMUNITION BASIC LOAD (ABL) TO ACCOMPANY TROOPS (TAT) AVAILABLE?** Your ABL is available as identified in FORSCOM Reg 700-3. You are required to review your ABL annually, update it as necessary and forward the DA Form 581 to the MS.

**TAB A (QUESTIONS/ANSWERS/INFORMATION CONCERNING THE
INITIAL MOBILIZATION STATION ACTIVITIES CHECKLIST) TO
APPENDIX 6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS)
TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

i. WHAT IS THE LAUNDRY TURN-IN SCHEDULE AND WHERE DO I TURN IT IN? Information will be provided to the advance party.

j. **WHERE DO I PICK UP MY BLOCKING, BRACING, PACKING, CARTING, AND TIEDOWN MATERIAL (BBPCT)?** Requirements will be coordinated with the Directorate of Public Works and Directorate of Logistics.

**TAB B (REQUEST FOR COMMERCIAL TRANSPORTATION) TO APPENDIX
6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS) TO FORT
DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

1. USAR units will follow procedures listed below to request transportation assistance from Fort Dix ITO.
2. Upon receipt of movement directive, Unit Commanders will request transportation assistance in writing, using the DA Form 1287, Request for Commercial Transportation.
3. Upon receipt of written request from Unit Commanders, the support Installation Transportation Officer (ITO) will take necessary action to comply with unit requirements. When routing is required from Commander, Military Traffic Management Command (MTMC), the ITO will submit the request for routing and carrier equipment as early as possible, but at least 72 hours before the proposed departure date. The data included in the request are for all practical purposes the same as those furnished the ITO by the Unit Commander and all other information required by MTMC. When the ITO receives the routing and release, he will notify the unit immediately, check with the carrier representative for accuracy of movement makeup and determine where the equipment will be spotted.

E-6-B-1

**TAB C (DOMESTIC FREIGHT ROUTING REQUEST AND ORDER) TO
APPENDIX 6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS)
TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

1. Upon receipt of movement directive, Unit Commanders having large amounts of cargo and equipment to be moved must submit a DD Form 1085. The unit must submit this form 14 days prior to movement. Upon receipt of the routing and release, the Installation Transportation Officer (ITO) will inform the Unit Commander and prepare the Transportation Control and Movement Documents (TCMD).
2. If the unit does not have 14 days leeway, the unit must retain a copy on file with the ITO.

E-6-C-1

TAB D (POINT OF CONTACT LIST) TO APPENDIX 6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

<u>OFFICE</u>	<u>BLDG</u>	<u>PHONE</u>
Plans, Ops, Svcs	5418	3151/2319
Ammo Section	2203	3850
DEDUCE/Systems	5418	5259
Food Service	5418	3347
Laundry	5326	6697/5802
Maintenance	4430	2264/4461
POL Point	3164	6842
Property Book	5418	3440
SSSC	3104	3059
Supply (ISD)	5418	2368/5517
TACET	5418	3753/4154
Transportation	5139	4451/3436

E-6-D-1

**TAB E (CONVOY CLEARANCE AND SPECIAL HAULING PERMITS) TO
APPENDIX 6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS)
TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET**

1. Upon alert for mobilization, a unit requiring movement by organic means with six or more vehicles to move must submit a DD Form 1265 (Request for Convoy Clearance). Unit Commanders are required to submit this form to the Installation Transportation Officer (ITO) at least 10 days prior to movement. This allows the ITO, Fort Dix, to contact the affected states, and review the routes taken. If the unit does not have 10 days leeway, unit must retain a copy on file with the ITO.
2. If unit has oversize/overweight vehicles, the unit must submit a DD Form 1266 (Request for Special Hauling Permit). This form must be submitted to the ITO at least 20 days prior to movement. If the unit does not have 20 days leeway, unit must retain a copy on file with the ITO.
3. Unit Commanders must pay particular attention to the following blocks:
 - a. DD Form 1265. Block 14 - This block must list every road you will be traveling on, and all state lines, also include all rest stop areas.
 - b. Block 15 - This block must match Block 14. Each major intersection and rest stop must be in this block with the arrival and departure times and dates listed.
 - c. Block 16 - A brief description of all cargo being moved.
 - d. Block 17 - Any ammo must be listed.
 - e. DD Form 1266. Block 9 - All bumper numbers must be listed.

E-6-E-1

TAB F (INFORMATION PAPER – SPECIAL STORAGE AND SHIPMENT OF PERSONAL PROPERTY) TO APPENDIX 6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. PURPOSE: This Information Paper addresses procedures necessary to meet storage and/or shipment of personal property when service members are ordered for deployment.

2. SCOPE: This pertains to all deploying service members, regardless of rank, marital status, residing on or off post.

3. REFERENCES:

a. Joint Federal Travel Regulation Paragraph U4705, U4710 and U4770 and U5400.

b. Army Regulation 55-71, Chapter 6, Section IV.

4. GENERAL:

a. Service members ordered for deployment may receive special storage of personal property, (household goods) and Privately owned Vehicle (POV).

b. Entitlement to store and/or ship personal property depends on instruction given in the assignment orders or movement directive.

c. If the service member cannot personally arrange for storage of property, someone appointed by the service member or an informal letter of authorization signed by the service member or Power of Attorney, can make arrangements after the service member departs. Application can be made at the Transportation Office nearest to the location of the property or at Fort Dix.

d. If it is determined that a service member will not deploy, after arranging storage of personal property, contact the Transportation Office for cancellation.

e. If the soldier is subsequently issued Permanent Change of Station (PCS) orders from CONUS to a station outside CONUS to which shipment of household goods is prohibited, the soldier would be entitled to continued storage or shipment of property to a designated location in CONUS (including Alaska, Hawaii, Puerto Rico, or any territory or possession of the U.S.) to which dependent transportation is authorized or approved.

f. Privately owned vehicle (POV) storage is also authorized. This can be accomplished at the transportation office nearest to your location; Fort Dix or you can procure your own storage and be reimbursed upon your return.

TAB F (INFORMATION PAPER – SPECIAL STORAGE AND SHIPMENT OF PERSONAL PROPERTY) TO APPENDIX 6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

PRIVATELY OWNED VEHICLE STORAGE
POV

1.. YOUR ENTITLEMENT:

a. The entitlement to store a POV is when a service member is ordered to a foreign OCONUS permanent duty station (PDS) to which a POV isn't permitted to be transported; sent on temporary duty (TDY) or deployed on a contingency operation for more than 30 days.

b. An eligible member is also entitled to a round-trip transportation payment of \$0.325 (automobile) \$0.26 (motorcycle) \$0.88 (airplane) per mile when travel for delivery/pick-up of POV:

(1) Isn't concurrent with PCS travel, or;

(2) Is in connection with TDY on a contingency operation between: old PDS to the designated storage facility and designated storage facility to the new PDS.

2. LIMITATIONS:

a. Only one POV owned or leased by the member or a dependent, for personal use may be stored at government expense.

b. The Installation Transportation Officer (ITO) can arrange storage within the local area of the installation, at government expense. If desire, the member or a person authorized by the member can arrange storage with a commercial storage company of choice, on a reimbursable basis. However, the amount reimbursed might not be more than what the government would have paid if storage had been arranged by the ITO.

E-6-F-2

TAB F (INFORMATION PAPER – SPECIAL STORAGE AND SHIPMENT OF PERSONAL PROPERTY) TO APPENDIX 6 (TRANSPORTATION PACKAGE) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

FILING A CLAIM FOR REIMBURSEMENT OF PERSONAL PROCURED STORAGE COST

1. If storage is personally procured to file a claim for reimbursement of storage cost you **must** provide:

- a. Six copies of your orders.
- b. Completed signed copy of DD Form 1351-2.
- c. Storage contract.
- d. Storage receipts and/or canceled check(s).
- e. Forward documents to: Department of the Army
US Army Fort Dix
Transportation Division
Building 5139, Pemberton
Wrightstown Road
Fort Dix, NJ 08640-5440

2. POC is the Personal Property Processing Office area code commercial 609-562-5556/2588/3534, DSN: 944, FAX: 609-562-2270/5858.

E-6-F-3

APPENDIX 7 (SPECIAL STORAGE AND SHIPMENT OF PERSONAL PROPERTY) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

1. Purpose: This Information Paper addresses procedures necessary to meet storage/shipment of personal property and privately owned vehicle (POV) when service members are ordered for deployment or assigned to a POV restricted area.
2. Scope: This pertains to all deploying service members, regardless of rank, marital status, residing on or off Post.
3. References:
 - a. Joint Federal Travel Regulation, paragraph U4705, U4710 and U5800.
 - b. Army Regulation 55-71, Chapter 6, Section IV.
4. Storage of household goods and privately owned vehicles (POV):
 - a. Service members ordered for deployment or assigned to a POV restricted area are entitled to special storage of personal property and privately owned vehicle.
 - b. Entitlement to store and/or ship personal property depends on instructions given in the assignment orders or movement directive.
 - c. The entitlement begins when movement orders are received to an overseas permanent duty station (PDS) to which a POV isn't permitted, sent on TDY or deployed on a contingency operation for 30 days or more.
 - d. If the service member cannot personally arrange for storage of personal property/POV, someone appointed by an informal letter of authorization signed by the service member or Power of Attorney can make arrangements after the service member departs. Application can be made at the Transportation Office nearest to the location of the property or at Fort Dix.
 - e. If it is determined that a service member will not deploy, after arranging storage of personal property/POV, contact the Transportation Office nearest to the location of the property or at Fort Dix.
 - f. An eligible service member is also entitled to payment of 32.5 per mile for round-trip transportation for delivery and pick-up of the POV.

APPENDIX 7 (SPECIAL STORAGE AND SHIPMENT OF PERSONAL PROPERTY) TO ANNEX E (LOGISTICS) TO FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

g. If the soldier on TDY or a contingency is subsequently issued Permanent Change of Station (PCS) orders from CONUS to a station outside CONUS to which shipment of household goods is prohibited, the soldier would be entitled to continued storage or shipment of property to a designated location in CONUS (including Alaska, Hawaii, Puerto Rico, or any territory or possession of the U.S.) to which dependent transportation is authorized or approved.

5. Limitations:

a. Only one POV owned or leased by the member or a dependent, for personal use may be stored at government expense.

b. The Installation Transportation Officer (ITO) can arrange storage within the local area of the installation, at government expense. If desired, the member or a person authorized by the member can arrange storage with a commercial storage company of choice, on a reimbursable basis. However, the amount reimbursed might not be more than what the government would have paid if storage had been arranged by the ITO.

6. Reimbursement. When you file a claim for reimbursement of personal procured storage cost, you must provide:

- a. Six copies of your orders.
- b. Completed signed copy of DD Form 135 1-2.
- c. Rental contract
- d. Rental receipts and/or cancelled check(s)

Forward documents to: Department of the Army
US Army Garrison Fort Dix
Transportation Division
Building 5139, Fort Dix Road
Fort Dix, New Jersey 08640-5440

7. The POC is the Personal Property Section, DOL, Transportation Division, Building 5139, DSN 944-5556/2588/3534, commercial 609-562-5556/2588/3534, FAX 609-562-2270/5858.

FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

CHAPTER SIX **Fort Dix Mobilization Points of Contact** **(POC)**

1. Purpose. This chapter provides points of contact (POC) for RC Unit Commanders/Staff regarding mobilization and deployment issues during pre-mobilization and post-mobilization planning.
2. Installation Directorates/Special Staff Points of Contact:
 - a. Mobilization/Action Officers – See Chapter 3, SFOR Planning Packet.
 - b. Fort Dix Organizational Plan – See Chapter 3, SFOR Planning Packet.
 - c. Fort Dix Telephone Directory – Provided as a separate enclosure to the Planning Packet.

FORT DIX MOBILIZATION AND DEPLOYMENT PLANNING PACKET

CHAPTER SEVEN

References

1. Purpose. To provide RC Commander's and Staff with a comprehensive list of publications referred to in, and used as a guide for, the preparation of the Fort Dix Mobilization and Deployment Planning Packet.

2. Reference Publications:

a. The publications listed in Section I provide overall guidance for mobilization, planning and execution.

b. The publications listed in Section II are by major functional area.

SECTION I

FORSCOM Reg 500-3	Forces Command Mobilization and Deployment Planning System
	(FORMDEPS)
FORSCOM Reg 500-3-1	FORSCOM Mobilization Plan (FMP)
FORSCOM Reg 500-3-2	Deployment Guide
FORSCOM Reg 500-3-3	Reserve Unit Commander's Handbook (RCUCH)
FORSCOM Reg 500-3-4	Installation Commander's Handbook
FORSCOM Reg 500-3-5	FORSCOM Demobilization Plan
FORSCOM Reg 500-3-9	Crisis Action System
FM 55-9	Unit Air Movement Planning
FM 55-60	Army Terminal Operations
FM 100-17	Mobilization, Deployment, Redeployment, Demobilization

SECTION II

1. PERSONNEL AND ADMINISTRATION.

AR 10-9	Military Absentee and Deserter Apprehension Program
AR 20-1	Inspector General Activities and Procedures
AR 25-1	The Army Information Resource Management Program
AR 25-400-2	The Modern Army Record keeping System (MARKS)
AR 60-20	Army and Air Force Exchange Service (AAFES) Operating Policies
AR 135-1	Reserve Component Policies
AR 135-133	Ready Reserve Screening, Qualifications Record System, Change of Address Report
AR 135-175	Separation of Officers

AR 135-178 Separation of Enlisted Personnel
 AR 135-200 Active Duty for Training, Annual Training and Active Duty Special Work of Individual Soldiers
 AR 135-210 Order to Active Duty During Peacetime
 AR 140-1 Army Reserve Mission, Organization and Training
 AR 140-145 Individual Mobilization Augmentee Program
 AR 165-20 Duties of Chaplains and Commander's Responsibilities
 AR 190-1 Military Absentee and Deserter Apprehension Program
 AR 215-1 Administration of Army Morale, Welfare and Recreation Activities and Non-appropriated Fund Instrumentalities
 AR 215-2 The Management and Operation of Army Morale, Welfare, and Recreation Programs And Non-appropriated Funds Instrumentalities
 AR 215-3 Non-appropriated Funds Personnel Policies and Procedures
 AR 220-10 Preparation for Oversea Movement of Units
 AR 230-36 Non-appropriated Chaplains Fund
 AR 230-60 The Management and Administration of the US Army Club System
 AR 310-25 Dictionary of US Army Terms
 AR 310-49 The Army Authorization Documents System (TAADS)
 AR 335-15 Management Information Control System
 AR 340-15 Preparing Correspondence
 AR 340-20 Maintenance and Disposition of Records for TOE and Certain Other Units of the Army
 AR 360-61 Community Relations and FORSCOM Supplement
 AR 380-19 Information Systems Security
 AR 380-19-1 Control of Compromising Emanations
 AR 385-10 Army Safety Program
 AR 385-40 Accident Reporting and Records
 AR 500-3 First Army Mobilization Plan
 AR 570-4 Manpower Management and FORSCOM Suppl 1
 AR 600-10 Army Casualty System
 AR 600-21 Equal Opportunity
 AR 600-30 Chaplain Support Activities
 AR 600-43 Conscientious Objection
 AR 600-85 Alcohol and Drug Abuse Prevention and Control Program ADAPCP)
 AR 601-1 Mobilization of Retired Members, of the Army
 AR 601-25 Delay in Reporting for and Exemption from Active Duty Training
 AR 601-100 Mobilization of Retirees
 AR 608-1 Army Community Service Program
 AR 608-10 Child Development Services
 AR 612-2 Preparing Individual Replacements for Overseas Movement
 AR 614-30 Overseas Service
 AR 621-5 Army Continuing Education System (ACES)
 AR 621-45 Army Continuing Education System (ACES) Basic Skills Education Program

(BSEP)

AR 633-50 Prisoners of War Administration, Employment and Compensation
 AR 670-1 Wear and Appearance of Army Uniform and Insignia
 AR 680-1 Unit Strength Accounting and Reporting
 AR 680-31 Military Personnel Asset. Inventory and Strength Reconciliation
 AR 930-4 Army Emergency Relief
 AR 930-5 American Red Cross Service Program and Army Utilization
 ARPERCEN Pub 140-8 Individual Mobilization Augmentee Handbook
 DOD Dir 1235-9 Management and Mobilization of the Standby Reserve
 DOD Dir 1235.10 Mobilization of the Ready Reserve
 DA Cir 310-81-9 Publications and Blank Forms Requirements for Mobilization
 DA Pam 25-400-2 The Modern Army Record Keeping System (MARKS)
 DA Pam 165-13 Religious Requirements and Practices of Certain Selected Groups: A Handbook for Chaplains
 DA Pam 165-13-1 Religious Requirements and Practices of Certain Selected Groups: Handbook Supplement for Chaplains
 DA Pam 310-1 Consolidated Index to Army Publications and Blank Forms
 DA Pam 360-525 Family Assistance Handbook for Mobilization
 DA Pam 360-531 Personal Affairs Checklist for Mobilization
 DA Pam 385-1 Unit Safety Management
 DA Pam 600-8-1 thru 10 SIDPERS Users Manual
 DA Pam 600-21 Equal Opportunity Program in the Army
 DA Pam 601-5-1 MCL User's Manual
 DATA 16-19 Ministry to the Confined
 DATC 16-71-3 World Religion: Contemporary American
 FM 101-10-1 Staff Officers' Field Manual: Organizational, Technical and Logistical Data
 FORSCOM 380-41 Communications Security (COMSEC), Readiness in Active and Reserve Component Units
 FORSCOM 525-15 Narrative Operational Reporting System
 NGR 600-101 Warrant Officers-Federal Recognition and Personnel Actions
 NGR 600-200 Enlisted Personnel Management
 NGR 635-100 Termination of Appointment and Withdrawal of Federal Efficiency and Physical Fitness Boards
 CPR 900 (CI) Mobilization Planning and Execution (Civilian Ch 910 Personnel)
 FPM Suppl 910-1 National Readiness of Federal Personnel Management w/Changes 1 and 2
 FPM Suppl 990-3 National Emergency Regulations and Instructions

2. INTELLIGENCE

AR 10-53 Mission and Major Function of U.S. Army Intelligence and Security Command
 AR 30-53 Telephone Communications Security
 AR 30-150 Access to and Dissemination of Restricted Data
 AR 115-10 Meteorological and Support for the US Army

AR 115-11 Army Topography and FORSCOM Supplement 1
 AR 115-12 US Army Requirement for Weather Service Support
 AR 140-192 Military Intelligence and Army Security Agency Units: Organization,
 Training, Assignment and Retention Criteria
 AR 180-67 Personnel Security Program
 AR 190-10 Security of Government Officials
 AR 190-52 Countering Terrorism and Other Major Disruptions on Military Installations
 AR 350-3 Tactical Intelligence Readiness Training (REDTRAIN)
 AR 380-4 Policy for Safeguarding and Controlling COMSEC Information
 AR 380-5 Department of the Army Information Security Program
 AR 380-13 Acquisition and Storage of Information Concerning Non-affiliated Persons
 And Organizations
 AR 380-14 Communications Security (COMSEC) Readiness in Active & Reserve
 Component
 AR 380-19 Information Systems Security
 AR 380-19-1 Control of Compromising Emanations
 AR 380-26 Policy for Use of EFTO Procedures
 AR 380-40 Policy for Safeguarding and Controlling COMSEC Information and
 FORSCOM Supplement 1
 AR 380-51 Transmission of Official Information
 AR 380-53 Communications Security Monitoring
 AR 380-235 Military Security, Enemy Prisoner of War and Civilian Intern
 Communications Censorship
 AR 381-10 US Army Intelligence Activities
 AR 381-12 Subversion and Espionage Directed Against US Army and Deliberate
 Security Violations
 AR 381-17 Series of Messages on Wiretapping, Investigations, Monitoring and
 Eavesdropping Activity
 AR 381-19 Intelligence Support
 AR 381-20 US Army Counterintelligence (CI) Activities
 AR 381-115 Counterintelligence Investigative Agencies
 AR 381-143 Logistic Policies and Procedures
 AR 530-1 Operations Security
 AR 530-2 Communications Security
 AR 530-3 Electronic Security
 AR 538-4 Control Of Compromising Emanations
 AR 604-5 Clearance of Personnel for Access to Classified Defense Information and
 Material and FORSCOM Suppl 1
 AR 611-6 Army Linguist Program
 DOD Dir 4410.6 Uniform Material Movement and Issue Priority System (UMMIPS)
 DOD Dir 5105.40 Defense Mapping Agency
 DOD Reg 5200.1-R Information Security Program Regulation
 DOD Air Target Materials Program Catalog of Completed Items (ATMP-CCI)
 DOD Catalog of Aeronautical Charts and Flight Information Publications

DMA Man 8600.1 DMA Automated Distribution Management System
 DMA Catalog of Maps, Charts, and Related Products, Part 3 - Topographic Products
 DMA Catalog of Nautical Charts (Pub No I-N Series)
 DMA Target Material Bulletins (TMB)
 DA Pam 190-52 Personnel Security Precautions Against Acts of Terrorism
 DA Pam 360-525 Family Assistance Handbook for Mobilization
 Portfolio Chart List (Pub No I-PCL) Tactical Target Materials Catalogs
 FM 30-5 Counter Intelligence
 FM 30-10 Military Geographic Intelligence (Terrain)
 FM 31-3 Weather Support for Field Army Tactical Operations
 FM 30-17 Counterintelligence
 FM 32-6 SIGSEC Techniques
 FM 101-10-1 Staff Officers' Field Manual Organizational, Technical and Logistical Data
 FORSCOM Reg 35-2 Reserve Component Yearly Training Evaluation
 FORSCOM Re 350-3 Specialized Training in FORSCOM Active Army and Reserve
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 FORSCOM Reg 380-41 Communication Security (COMSEC), Readiness AC/RC Units
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 LOI 80-1 US Army Personnel Security Clearance Facility Letter of Instruction
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3. OPERATIONS/TRAINING

AR 10-5 Organization and Function, Department of the Army
 AR 10-42 United States Army Forces Command
 AR 11-30 Army WARTRACE Program
 AR 50-5 Nuclear Surety
 AR 55-292 Planning for, the Operation of, Staging Facilities in Continental United
 States
 AR 140-1 Mission, Organization and Training
 AR 210-5 Activation, Inactivation or Change in Status of Installations
 AR 220-1 Unit Status Reporting and FORSCOM Supplement 1
 AR 220-10 Preparation for Overseas Movement of Units
 AR 310-10 Military Orders
 AR 350-1 Army Training and FORSCOM Suppl 1
 AR 350-42 NBC Defense and Chemical Warfare Training
 AR 360-6 Information Policy Guidance-Military Support of Civil Defense
 AR 500-50 Emergency Employment of Army and Other Resources
 CIVIL DISTURBANCES
 AR 500-60 Emergency Employment of Army and Other Resources
 DISASTER RELIEF

AR 500-70 Military Support of Civil Defense
 AR 530-1 Operations Security
 AR 600-8-105 Military Orders
 DA Pam 25-30 Consolidated Index of Army Publications and Forms
 DA Pam 220-1 Operational Readiness (OPRED) Program, Policies and Procedures
 DA Pam 350-38 Standards in Training Commission (STRAC)
 FORSCOM 220-3 Army National Guard and Army Reserve – Reserve Component
 Training Assessment
 FORSCOM Reg 350-4 Active Component (AC)/Reserve Component (RC) Training
 Association Program
 FORSCOM Reg 10-42 Organizations and Functions
 FORSCOM Reg 350-1 Active Army Training
 FORSCOM Reg 350-2 Reserve Component (US Army) Training
 FORSCOM Reg 350-3 Specialized Training in FORSCOM Active Army and Reserve
 Component Units
 FORSCOM Reg 140-3 USAR Training Division
 FORSCOM Reg 525-3 Force Status and Identity Reporting Systems
 FORSCOM Cir 220-80-3 Force Readiness Reporting
 FORSCOM Pam 135-2 Post-mobilization Training Plan Workbook
 FORSCOM WWMCCS Information and Index Guide Entry System (WES)
 Volume 1 The WES User Manual User Library
 Volume 2-Section 3-UNITREP
 Volume 2-Section 4-TQUE Guide
 Volume 2-Section 5-Mob/ODEE User Guide
 Volume 3-TELENET, Teleconference and Send-file Guide
 Volume 4-Data Element Dictionary
 T5143 TEMPEST Teleprinter Operators Manual
 Data Management System (WWMDs) User Mini Guide
 Quick Reference Guide, Volumes 1, 2, and 3
 FORSCOM Manual 18-1-8 DGR
 FM 3-3 Contamination Avoidance
 FM 3-4 NBC Protection
 FM 3-5 Decontamination
 FM 3-6 Field Behavior of NBC Agent (including smoke and incendiaries)
 FM 3-9 Potential Military Chemical/Biological Agents and Company
 FM 3-50 Smoke Operations
 FM 3-100 NBC Defense, Chemical Warfare, Smoke and Flame Operations
 FM 3-101 Chemical Staffs and Units
 FM 8-9 NATO Handbook on the Medical Aspects of NBC Defense Operations
 HQDA Standing Operating Procedures for Mobilization
 CSR 500.5 Emergency Employment of Army and Other Resources
 Joint Pub 1-02 DOD Dictionary of Military and Associated Terms
 TRADOC Mobilization and Operations Planning and Execution System (TMOPES)
 TM 3-216 Technical Aspect of Biological Defense

GTA 3-6-3 NBC Warning and Reporting System
STP 21-1 Soldiers Manual of Common Task Skill Level 1

4. LOGISTICS.

DOD Instruction 4000.19 Interservice, Inter-departmental and Interagency Support

AR 5-9 Interservice Support Installation Area Coordination

AR 11-11 War Reserve Stocks

AR 11-12 Logistic Priorities

AR 11-14 Logistic Readiness

AR 30-1 The Army Food Service Program

AR 30-7 Operational Rations

AR 55-15 Land Transportation within Areas Outside the Continental United States

AR 55-29 Military Convoy Operations in CONUS

AR 55-36 DOD Use of Domestic Civil Transportation Under Emergency Conditions

AR 55-71 Transportation of Personal Property and Related Services

AR 55-113 Movement of Units in CONUS

AR 55-162 Permits of Oversize, Overweight or Other Special Military Movements on
Public Highways in the U.S.

AR 55-292 Planning for and Operation of Staging Facilities in CONUS

AR 55-355 Defense Traffic Management Regulation

AR 59-9 Special Assignment Airlift Mission Requirements Submissions

AR 130-400 Logistical Policies for Support (ARNG)

AR 220-1 Unit Status Reporting w/FORSCOM Suppl 1

AR 220-10 Preparation for Overseas Movement of Units

AR 310-49 The Army Authorization Documents System (TAADS)

AR 405-10 Acquisition of Real Property and Interests Therein

AR 405-80 Granting Use of Real Estate

AR 600-8-1 Army Casualty & Memorial Affairs & Line of Duty Investigation

AR 700-4 Logistics Assistance Program

AR 700-23 Supply of Hygienic and Comfort Items

AR 700-84 Issue and Sale of Personal Clothing

AR 700-90 Army Industrial Preparedness Program

AR 700-127 Integrated Logistics Support

AR 700-138 Army Logistics Readiness & Sustainability

AR 700-139 Army Warranty Program Concepts & Policies

AR 700-15 Packaging of Material

AR 702-7-1 Reporting of Product Quality Deficiencies Within the U.S. Army

AR 710-1 Centralized Inventory Management of the Army Supply System

AR 710-2 Supply Policy Below the Wholesale Level

AR 710-3 Assets Transaction Reporting System

AR 725-50 Requisitioning, Receipt and Issue System

AR 735-5 Policy and Procedure for Property Accountability

AR 750-2 Army Material Maintenance Wholesale Operation
 AR 750-7 Installation Materiel Maintenance Activities
 AR 750-10 Modification of Materiel and Issuing Safety of Use Message and
 Commercial Vehicle Safety Recall Campaign Directive
 AR 750-1,2 Army Material Maintenance Policy & Retail Maintenance Operations
 AR 750-43 Army Test, Measurement & Diagnostic Equipment Program
 AR 750-32 Airdrops, Parachute Recovery and Aircraft Personnel. Escape Systems
 AR 750-2 & FM 20-3 Camouflage
 AR/NGB 755-1 Reporting, Utilization and Redistribution of Installation, USAMC and
 OCONUS Excess Personal Property
 DA Pam 738-750 Functional User's Manual for the Army Maintenance Management
 System (TAMMS)
 DA Pam 750-1 Maintenance Guide for Leaders
 FORSCOM 55-1 Unit Movement Planning, C1
 FORSCOM 700-2 FORSCOM Standing Logistical Instructions
 FORSCOM 700-3 Ammunition Basic Load
 FORSCOM Pam 55-2 Rail Blocking and Bracing Material Data
 TB 43-0106 Aeronautical Equipment, Army Analysis Program
 TB 380-41 Procedures for Safeguarding, Accounting and Supply Control of COMSEC
 Material
 TM 38-L03-19 SAILS, Procedures for Customers
 TM 38-750 CS3 Test, The Army Maintenance Management System (TAMMS) Field
 Command Procedures
 TM 55-312 Military Convoy Operations in CONUS
 TM 55-2200-001-12 Transportability Guidance for Application of Blocking, Bracing and
 Tiedown Material for Rail Transport
 TM 9-1000-202-14 Operator Organization DS/GS Maintenance Manual for Evaluation of
 Cannon Tubes
 CTA 8-100 Army Medical Department, Expendable/Durable Items
 CTA 50-900 Clothing and Individual Equipment
 CTA 50-909 Field and Garrison Furnishings and Equipment
 CTA 50-970 Expendable/Durable Items
 CTA 500-900 Clothing and Individual Equipment
 SB 700-20 Army Adopted/Other Items Selected For Authorization/List for Reportable
 Items
 FM 55-1 Army Transportation Services in a Theater of Operations
 FM 55-12 Movement of Units in Air Force Aircraft
 FM 55-65 Strategic Deployment by Surface Transportation
 FM 55-312 Military Convoy Operation in Continental United States
 FM 101-10-1/2 Staff Officers Field Manual Organizational, Technical and Logistical Data
 SAILS Manual, USACSCM 18-1-B-ALS
 COMPASS User Manual
 MAPS User Guide
 Armed Service Procurement Regulation (ASPR)

Army Procurement Procedures (APP)
DOD Dir 400.19-M Defense Retail Interservice Support (DRIS)
Joint Pub 4-01 Mobility Systems Policy, Procedures and Considerations

5. ENGINEER.

AR 210-17 Inactivation of Installations
AR 210-20 Master Planning for Army Installations
AR 210-21 Ranges and Training Areas
AR 210-23 Master Planning at Army Installation Emergency Expansion Capability
AR 210-50 Housing Management, Chapter 1 and 3
AR 405-05 Army and Air Force Basic Real Estate Agreements
AR 405-10 Acquisition of Real Property and Interests Therein
AR 405-20 Federal Legislation Jurisdiction
AR 405-25 Annexation
AR 405-45 Inventory of Army Real Estate
AR 405-70 Utilization Of Real Estate
AR 405-80 Granting Use of Real Estate
AR 405-90 Disposal of Real Estate and FORSCOM Suppl 1
AR 415-10 Military Construction - General
AR 415-13 Military Construction, Army Program - Disposal of Structures
AR 415-15 Military Construction Army (MCA) Program Development
AR 415-16 Army Facilities Components System
AR 415-28 Department of the Army Facility Classes and Construction Categories
AR 415-32 Performance of Military Construction Projects in Troop Units
AR 415-35 Minor Construction
AR 415-50 Basic Facilities and Space Criteria for Construction at U.S. Installations in
Event Of Emergency
AR 420-10 Facilities Engineer General Provisions, Organization, Function and
Resources
AR 420-17 Real Property and Research Management
AR 420-70 Buildings and Structures
AR 420-71 Leased Premises
AR 420-90 Fire Prevention and Protection
AR 500-10 Non-Industrial Facilities for Mobilization
AR 700-112 Policy Guidance on the use of Re-locatable Buildings
DOD Dir 1235.10 Mobilization of the Ready Reserve
DOD Dir 3005-2 Non-Industrial Facilities for Mobilization
DOD Dir 4270.IM Construction Criteria Manual
TB ENG 405 Repairs and Utilities Standards for Reactivation of Inactive Facilities for
Mobilization Master Plan for Fort Dix and Hunter Army Airfield
HQDA LTR 420-89-1 Policy Guidance on the Use of Re-locatable Buildings
FR 415-32 Use of Engineer Troops and Troop Units for Accomplishing Construction,
Maintenance and Repair Projects

6. PROVOST MARSHAL.

AR 190-1	The Army Corrections Program
AR 190-2	Installation Confinement Facilities
AR 190-4	Uniform Treatment of Military Prisoners
AR 190-5	Motor Vehicle Traffic Supervision
AR 190-5-1	Registration of Privately Owned Vehicle
AR 190-9	Military Absentee and Deserter Apprehension Program
AR 190-11	Physical Security of Weapons, Ammunition and Explosives
AR 190-13	Physical Security
AR 190-14	Carrying Of Weapons
AR 190-21	Security Identification Credentials and Application
AR 190-22	Search, Seizure and Disposition of Property
AR 190-24	Armed Forces Disciplinary Control Boards and Off Installation Military Enforcement
AR 190-28	Use of Force by Personnel Engaged in Law Enforcement and Security Duties
AR 190-30	Military Police Investigation
AR 190-31	Department of the Army Crime Prevention Program
AR 190-38	Crime Prevention Program
AR 190-39	Detention Cell Standards
AR 190-40	Serious Incident Report
AR 190-45	Records and Forms
AR 190-47	The Army Correction System
AR 190-52	Countering Terrorism and Other Major Disruption on Military Installations
AR 580-235	Military Security Enemy Prisoners of War and Civilian Internees Common Censorship
FM 19-20	Law Enforcement Investigation
FM 19-25	Military Police Traffic Operations
FM 19-30	Physical Security
FM 19-35	Military Police Working Dogs
FM 19-40	Enemy Prisoner of War, Civilian Internees and Detained Persons
FM 19-60	Confinement of Military Prisoners
DA Pam 19-10	Military Police Operations
DA Pam 190-52	Personnel Security Precautions Against Acts of Terrorism

7. PUBLIC AFFAIRS.

AR 360-5	Army Information General Policies
AR 360-45	Public Information and Community Relations Activities
AR 360-61	Community Relations
AR 360-65	Establishment and Conduct of Field Press Censorship in Combat Areas
AR 360-80	Release of Information when More Than One Service is Involved in Accidents or Incidents
AR 360-81	Command Information Program, Objectives and Policies

DA Pam 360-3 Hometown News Release Program
DOD Dir 500.1-R Information Security Program Regulation
DOD Dir 5105.35 Responsibilities of Unified and specified Commands in Public Affairs
Matters

8. MEDICAL LOGISTICS POLICIES AND PROCEDURES.

AR 10-43 U.S. Army Health Services Command
AR 40-2 Army Medical Treatment Facilities – General Administration
AR 40-3 Medical, Dental Veterinary Care
AR 40-4 Army Medical Department (AMEDD) Facilities/Activities
AR 40-5 Health and Environment
AR 40-61 Medical Logistics Policies and Procedures
AR 40-350 Medical Regulating To and Within CONUS
AR 40-501 Standards of Medical Fitness
AR 40-562 Immunization Requirements and Procedures
CTA 8-100 Army Medical Department, Expendable Supplies
AR 140-120 Medical Examinations
DASG Army Medical Department Mobilization Plan (AMEDD-MP)
HSC Army Medical Department Health Service Command Base Mobilization
Plan (AMEDD HSCBMP)
FM 21-11 First Aid for Soldiers

9. FINANCIAL.

FM 14-8 Class A Agent Officers
AR 1-1 The Army Planning, Programming and Budgeting System
AR 37-104-10 JUMPS - RC Procedures for USAR
NGB Pam 37-104-3 JUMPS - RC Procedures for ARNG

10. COMMUNICATIONS ELECTRONICS.

AR 105-1 Communications-Electronics, Telecommunications Management
AR 105-22 Telecommunications Requirements Planning, Developing and Processing
AR 105-34 Communications Electronics, Reduction and Control of
Telecommunications
Traffic in an Emergency (Minimized)
FM 11-490-6 Preparing and Processing Requests for Long Haul Telecommunications
Services
FM 32-5 Signal Security
ACP 190 US Supplement 1 (B) Guide to Frequency Planning
AR 105-64 US Army Communications Electronics Operations Instructions (EOI
Program)
AR 380-40 Policy for Safeguarding and Controlling COMSEC Information and
FORSCOM Supplement I

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TB 380-41 (C) Procedures for Safeguarding, Accounting, and Supply/Control of COMSEC
Material
DCA Cir 310-130-1 Communications Requirements

11. MILITARY HISTORY.

Army Historical Program, current fiscal year
FORSCOM Historical Program, current fiscal year
AR 870-5 Historical Activities-Military History: Responsibilities, Policies and
Procedures and FORSCOM Supplement
AR 870-20 Historical Activities - Historical Properties and Museums, and FORSCOM
Supplement
DA Pam 870-2 The Military Historian in the Field
FORSCOM Pam 870-1 Historical Activities - Organizational History It's Preparation and
Use
FORSCOM Pam 870-2 Historical Activities - Preparation of the Command Historical
Report
AR 672-1 Military Awards
AR 840-10 Flags and Guidons - Description and Use of Flags, Guidons, Tabards and
Automobile Plates

12. LEGAL.

AR 5-9 Intra-service Support Installation Area Coordination
AR 15-6 Procedures for Investigating Officers and Boards of Officers
AR 27-1 Judge Advocate Legal Services
AR 27-3 Legal Assistance
AR 27-4 Judge Advocate General Service Organizations: Organization Training,
Employment and Administration
AR 27-10 Military Justice and FORSCOM Supplement 1
AR 27-20 Claims
AR 27-40 Litigation
AR 405-20 Federal Legislation Jurisdiction
AR 405-25 Annexation
AR 405-80 Granting Use of Real Estate
AR 405-90 Disposal of Real Estate
AR 600-50 Standards of Conduct for Department of the Army Personnel
DOD Dir 5500.7-R Joint Ethics Regulation
UCMJ 10 U.S.C.-801-940
Military Legal Assistance Statute 10 U.S.C.-1044
Veterans' Reemployment Rights Act, 39 U.S.C.-301-4333
Soldiers' & Sailors' Civil Relief Act, 50 U.S.C. App.-501-593
Manual for Courts Martial, United States, 1984 (MCM)

13. MANAGEMENT AND CONTROL.

AR 5-4	The Army Productivity Improvement Program
AR 5-5	Army Studies and Analyses
AR 11-2	Internal Control Systems
AR 22-18	The Cost Analysis Program
AR 11-28	Economic Analysis and Program Evaluation for Resource Management
AR 37-1	Accounting Activities
AR 37-49	Budget Execution

